

COOS COUNTY JOB ANNOUNCEMENT

Mental Health Specialist III - Program Manager for the Assertive Community Treatment (ACT) and Early Assessment & Support Alliance (EASA) team

Coos Health & Wellness

\$7,034 - \$8,558 per month

DEPARTMENT: COOS HEALTH & WELLNESS

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description.

APPLICATION PROCEDURE: Coos County Application **REQUIRED.**

Apply to: Coos County Human Resources Department, Courthouse

By mail: 225 N. Adams St
Coquille, OR 97423

By fax: (541) 396-1012

By email: humanresources@co.coos.or.us

CLOSING DATE: **Open Until Filled**

****Equal Opportunity Employer****

Posted: Coquille Courthouse
CHW Building
Indeed.com

Email All Coos County Employees
County Website

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Human Resources Department, Courthouse, 225 N. Adams, Coquille, OR 97423. (541) 396-7580

DESCRIPTION OF POSITION

Revision Date 7/2/2024

1.	Classification Title: Mental Health Specialist III – Program Manager
2.	Working Title: ACT and EASA Program Manager
3.	Department: Behavioral Health. Paygrade 823
4.	Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Eligible for Overtime? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5.	What is the purpose of this position? To provide supervision, program development, operational oversight of clinical program as assigned by Director. May supervise other clinical or department staff in the absence of the Program Manager Director.
6.	Essential functions of position. (Reason position exists is to perform these functions.) Duties that must be performed to accomplish the purpose of the position include but are not limited to: <ul style="list-style-type: none">• Responsible for operation and supervision of Assertive Community Treatment Team (ACT) and Early Assessment and Support Alliance (EASA) team• Work as a key member of the Behavioral Health Management team; coordinate and cover necessary management tasks; communicate effectively within the group.• Provides direct supervision and training to staff. Ensure that staff and all processes adhere to department, County, and Bargaining Unit policies and procedures; and comply with contract requirements, state and federal laws governing department services, and privacy/security laws governing protected health information (HIPAA).• Assigns and distributes work activities to ensure clinical services are available during clinic hours of operation.• Identifies areas for program and staff development and initiate methods to address identified needs. Mentors staff to problem-solve and develop solutions to department needs and issues.• Designs program objectives to meet the needs of the consumer, family, community and department and develops methods to evaluate success of meeting said objectives.• Comply with all Oregon Administrative Rules related to Assertive Community Treatment (ACT) and follow recommendations of the Oregon Center of Excellence for Assertive Community Treatment (OCEACT) to meet fidelity requirements.• Participate in outreach activities necessary to offer services and engage participation in a non-coercive manner. This can be at schools, primary care facilities as well as other behavioral health facilities.• Participate in admission and discharge planning for any participant needing hospitalization or subacute level of care.• Provide advocacy and assist participants in accessing the services and other resources they need.• May provide initial comprehensive assessment and re-assessments of participants, including mental status exam, DSM diagnosis, and clinical formulation.• Review and approve Assessments and Treatment Plans to determine appropriate for level of service and to meet service requirements.• Participates in state required meetings and completes all state required data tracking relevant to the program.• Assures program maintains Quality Assurance standards set by department, region, state and federal guidelines.

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	<ul style="list-style-type: none"> • Advises the Behavioral Health Director and Clinical Operations Director of program area staffing and budgetary needs. • Assures program maintains financial viability, works collaboratively with Management Team to develop and implement annual budget for department.
7.	<p>List the minor duties assigned to this position.</p> <ul style="list-style-type: none"> • Conducts duties in accordance with all applicable laws, regulations, professional, legal, and ethical standards and rules of conduct, including confidentiality, dual relationships, and informed consent. • Attends weekly staff meetings • Attends regional and county meetings/trainings as assigned. • Completes other duties as assigned by Director.
8.	<p>Supervision</p> <p>This position is supervised by the Clinical Operations Director.</p> <p>This position supervises the Assertive Community Treatment Team (ACT) and Early Assessment and Support Alliance Team (EASA).</p>
9.	<p>Working conditions of position.</p> <ul style="list-style-type: none"> • Typical office setting, usual hours 8-5, Mon-Friday. Position may require occasional physical exertion including bending, stooping, reaching, and lifting of files up to 25 pounds. • Position has option for on-call duties after hours and carrying crisis phone after hours and on weekends. • Travel within the county and state may be required.
10.	<p>List required special skills, licenses, certificates, etc.</p> <p>Must have Masters degree in psychology, social work, psychiatric nursing or other mental health related field. Must have a minimum of five years progressive post-graduate experience in their specialty area-including two years equivalent to the consultation and administration experience of a Mental Health Specialist 2. Prefer two years experience in supervising clinical staff.</p> <p>Must be able to learn/utilize computer medical record system including use of newer office technologies. Must have basic computer, tape recorder or dictation device, copy machine, fax, and telephone skills. Must have good time-management skills; ability to prioritize tasks in a fast-paced environment; and good clinical writing/composition skills. Regular and consistent attendance is required.</p> <p>Must have ability to establish relationships and cooperate with persons from all walks of life; ability to formulate ideas, verbalize and write concisely; thorough knowledge of principles of comprehensive community mental health and the application of psychiatric, psychological, social, rehabilitation and educational services; ability to conduct diagnosis and evaluation, treatment planning and treatment monitoring; ability to translate program needs into budget form; demonstrate administrative abilities.</p> <p>Must be able to accept supervision and adhere to County and Department policies. Must comply with professional ethics, rules of conduct and confidentiality, privacy laws. Must be able to establish and maintain harmonious working relationships with other employees and maintain effective interpersonal relationships with co-workers, subordinates and other agencies. Must have ability to represent the highest public image of the community mental health program. Must maintain a positive attitude and represent the County and the Department in the community in a positive manner.</p>
10.	<p>Is operation of motor vehicle required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
11.	<p>List equipment, tools, machines used in performance of duties. Computer, copy machine, fax machine</p>