



YAMHILL COUNTY CAREER OPPORTUNITY

Job #CS18-117



Recruitment closes October 5, 2018 at 3:00 p.m.

Assertive Community Treatment Therapist/Case Manager (HS Specialist II)

Salary: \$4127- \$4706/month (DOE) with Excellent Benefits

Our Community

Yamhill County has approximately 102,000 residents and is a very desirable place to live in the heart of the Willamette Valley wine country. Yamhill County is home to Linfield College and Chemeketa Community College in McMinnville and George Fox University and Portland Community College in Newberg. Yamhill County is centrally located in the Willamette Valley, within close proximity to the Oregon Coast, the Portland and Salem metropolitan areas, and the Oregon Cascade Mountains. Wide varieties of indoor and outdoor recreation opportunities are available. We have the benefits, appeal and superior quality of life found in a small town community, while enjoying active social and cultural lifestyles found in larger metropolitan areas.



The ACT Therapist/Case Manager (HS Spec II)

Yamhill County Community Support Services (Abacus) has an opening for a regular full-time Qualified Mental Health Professional (QMHP) to be part of a trans-disciplinary Assertive Community Treatment (ACT) team providing community-based wrap-around behavioral health support and services to individuals with serious mental illness in an outpatient community mental health program. Duties include participation in annual evaluations, diagnosis and treatment planning activities, providing direct treatment of assigned clients in the ACT program, and maintaining current records of treatment while working closely with an integrated behavioral health team. These services are designed to assist individuals with a history of psychiatric hospitalization and/or at risk for hospitalization to live well in the community. This position will be part of a team providing 24-hour support, 7 days a week.

The Benefits

Health coverage - Group medical, dental, and vision insurance coverage for the entire family. For the 2018-19 plan year, the County pays 99% of the monthly premium and employees pay 1% (\$15.10 per month) for the Base Plan. With this plan, employees are eligible for a \$100 a month contribution into an HRA VEBA account. Buy-up plans are also available.

Retirement - PERS (Public Employee Retirement System) contribution is 100% employer funded, which includes both contribution to PERS pension and IAP accounts (IAP contribution is 6% of salary).

Short-Term Disability – 100% County paid

Life insurance - \$6,000 for employee/\$2,000 for spouse and children – 100% County Paid.

Vacation/Sick Leave - Flexible Earned Time (FET) is a combination of vacation and sick leave. To start, you will earn 12.38 hours per month and future accruals increase based on years of service. After a year of service and depending on FET balance, employees may sell-back up to 40 hours of FET per year.

The Qualifications



A Master's degree in a social work or clinical mental health counseling is required in addition to at least one (1) year of clinical work or Master's level intern experience in a setting relevant to the duties and skills noted above and in the attached job description. Any appropriate combination of education and experience which ensures the ability to perform the work may be considered. The preference is for the person in this position to be willing to work toward LCSW or LPC. Successful completion of a background check is required.



The Candidate

In addition to working knowledge and techniques of community behavioral health, this position requires: an understanding behaviors of people under stress; the ability to develop and maintain cooperative relationships with clients, their families, physicians, law enforcement agencies, the courts, public and private agencies and administrators, and the community in general; knowledge of community mental health and chemical dependency services; and preparing and maintaining concise and complete client treatment and progress records. The successful candidate will have excellent communication skills, typing and computer proficiency including basic office software for collaborative documentation, and will be dependable, organized, and team-oriented.

In order to qualify for most HHS positions, applicants: ****Must not be excluded from participation in federal health care programs (Medicaid, Medicare, and other federally-funded programs that provide health benefits); and **Must not be excluded from participation in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).**

Employees must be able to perform the essential functions of this classification with or without accommodation. For more information, please see the attached job description.

The Application Process

Please visit the Yamhill County website at www.co.yamhill.or.us/hr to download an application. You may submit your application by mail (US Postal Service), fax (503-434-7553), e-mail (employment@co.yamhill.or.us), or hand-delivery (434 NE Evans St., McMinnville OR 97128). Please contact our Human Resources Department at 503-474-4901 if you have any questions or need assistance or accommodation with any part of our application process.

Yamhill County is an Equal Employment Opportunity Employer and values diversity. All qualified applicants are encouraged to apply. A completed County application is required. Applicants are considered for employment based on their qualifications without regard to race, religion, gender, sexual orientation, national origin, age, marital or veteran status, medical condition or disability, or any other factor prohibited by law or regulation. Veterans are encouraged to apply. In order to receive Veterans' Preference Points, please be sure to submit the required Veterans Hiring Preference Form.



WORKING TITLE: ASSERTIVE COMMUNITY TREATMENT THERAPIST / CASE MANAGER	CLASSIFICATION: HEALTH AND HUMAN SERVICES SPECIALIST II
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: COMMUNITY SUPPORT SERVICES
PAY RANGE: OPEU 20	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8742
PPE: PER WORK LOCATION	REVISION DATE: June 2014

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Provides direct treatment management of assigned clients. Participates in diagnosis, evaluation, and treatment planning. Participates in community research and program planning in assigned program service area. Provides chemical dependency and mental health consultation and in-service training to community agencies. Performs pre-petition screening. Makes referrals to other local and state facilities. Coordinates community mental health and chemical dependency services with other community and state resources.

WORK SCHEDULE:

40 hours per week. May require periodic weekend and evening hours.

SUPERVISION RECEIVED:

Works under general supervision of Human Services Specialist III and/or Program Manager.

SUPERVISION EXERCISED:

May provide some supervision and training to other staff or students.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Performs the duties of a Human Services Specialist I.
- Interviews clients, parents, petitioners, and collateral contacts in preparing social histories and accumulating pertinent information for further diagnostic purposes.
- Recommends to the court, law enforcement agencies, and other social and health facilities disposition or management of problems involving chemically dependent or people with emotional, or developmental disabilities.
- Administers psychological tests for definitive, diagnostic purposes as assigned.
- Provides primary counseling and case management for direct services in chemical dependency; family and child guidance counseling; marriage counseling; counseling for adult and children with mental illness; and for formerly institutionalized clients upon their return to the community.

- Provides backup crisis and assessment services as needed.
- Makes determination regarding filing for court commitment of individuals with mental illness, developmental disabilities, and/or addictions challenges; persons and families with emotional problems in connection with acute and chronic physical disabilities and illnesses; 24 hour emergency services to persons who are a danger to themselves or others or who have overdosed on alcohol or other drugs.
- Participates in training and provides Director's designee services as directed.
- Participates in mental health and chemical dependency consultation to schools, juvenile department counselors, vocational counselors, community health nurses, law enforcement agencies, nursing homes, hospitals, and other community agencies or professional persons serving mentally and emotionally disturbed, developmentally disabled, and alcohol/drug abuse clients.
- Provides in-service training programs for other professional persons or facility staff who work with individuals with mental health challenges, and/or developmental disabilities, and/or addictions challenges, as necessary.
- Provides clinical supervision of QMHP, QMHA or CADC student interns and certified recovery mentors in accordance with Oregon Administrative Rules, licensing boards and County Policy, as necessary.
- Assists in program evaluation and research activities.
- Provides mental health and chemical dependency education and information to promote public interest and advocacy for services for people who are chemically dependent, and who have psychiatric, emotional and developmental disabilities.
- Maintains current records of treatment as required.
- Prepares necessary reports; performs other administrative tasks required by the program supervisor.
- Assists in program evaluation and research activities as needed.
- Participates in regular supervision with Supervisor as scheduled.
- Maintains current records of treatment as required, including screening, assessment, individual support and service plans, updates of plans, summaries and reports of progress according to agency standards for timelines.
- Prepares necessary reports; performs other administrative tasks required by the program supervisor.
- Provides mental health and/or co-occurring services according to an evidenced-based fidelity model as necessary.
- Completes other additional duties as assigned by the Supervisor or Program Manager.
- Collaborates with outside agencies for case management and care coordination as necessary.

**SPECIFIC ACT THERAPIST/CASE MANGER DUTIES AND RESPONSIBILITIES
INCLUDE BUT MAY NOT BE LIMITED TO THE FOLLOWING:**

1. Provides high fidelity assertive community treatment services per *Assertive Community Treatment Fidelity Scale*.
2. Collaborates with teammates as part of a transdisciplinary team, bringing open communication, creative ideas, and a problem solving approach to team interactions and meetings.

3. Provides services in a community based setting within the context of individual's natural environments.
4. Provides acute care coordination to notify staff on team when an ACT client has been hospitalized to ensure that enrollment, medications and MH service needs are met.

JOB SPECIFICATION

KNOWLEDGE OF:

- Concepts of recovery and resiliency for individuals with mental health challenges.
- Techniques of community mental health, developmental disabilities and chemical dependency services and relationship of mental health/chemical dependency disciplines to the field of community psychiatry.
- Mandatory Reporting requirements and the appropriate levels of information to be shared.
- Confidentiality rules, especially those specific to program area.
- Policy, rules and regulations for program.
- Community and partner agencies and resources relevant to program.

SKILL IN:

- Interacting with individuals with mental health challenges, and/or developmental disabilities, and/or addictions challenges.
- General keyboarding and computers.
- Microsoft Windows environment inclusive of using Word, record keeping programs, general keyboarding, and other computer skills.
- Communicating effectively, both orally and in writing.

ABILITY TO:

- Understand the behavior of people under stress.
- Develop cooperative relationships with clients, their families, and the community.
- Maintain relationships with physicians, law enforcement agencies, the courts, public and private administrators, and the community in general.
- Interpret community mental health and chemical dependency services.
- Prepare concise and complete client treatment and progress records.
- Treat others with dignity and respect; works with integrity and ethically.
- Work independently and in cooperation with a team.
- Partner with individuals to creatively support them in attaining their recovery and wellness goals.
- Meet billable service targets and documentation timeliness expectations as identified by County Policy, Program Supervisor, or Program Manager. .
- Maintain confidential communications and protect confidentiality of records.
- Use time efficiently, with accuracy and thoroughness.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Master's degree from an accredited school in social work, clinical psychology, or a related field, AND one year of experience as a Human Services Specialist I is required. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above. Experience providing intensive mental health and addictions services in a community based setting is preferred.

Must qualify as QMHP or QMRP to work in respective fields. May require licensing.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also may involve travel to meetings. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.