EMLOYMENT OPPORTUNITY

Job # HS16-060
Utilization Management II
(HS Specialist II/QMHP)
HHS Administrative Services
Closing extended to July 19, 2016 at 3:00 p.m.
Postmarks not accepted.

This is a regular part-time position (28 hours per week) as part of the YCHHS Quality Management Program to perform quality assurance reviews and implementation of utilization management plans for YCHHS and contract agencies. Duties will include assisting with monitoring contract agencies, evaluating agency eligibility, and monitoring compliance with contract agreements, billing, and administrative procedures, and reviewing and coordinating service authorization requests between CCOs, providers, and state agencies. The person in this position will provide and/or coordinate training and information about utilization requirements and concerns to appropriate agency clinical and supervisory staff and will consult with inter-disciplinary staff related to clinical cases and issues.

The position requires application of specialized knowledge in the areas of behavioral health diagnosis and treatment including assessment, treatment planning, length of stay, medical justification, transition planning and documentation, and health care quality management. The successful candidate will have excellent communication skills – both verbally and in writing, typing and computer proficiency, and will be dependable, organized, self-directed, detail-oriented, and possess the ability to work in a team environment and to interact with co-workers, clients, and the public in a courteous, professional manner.

Requirements include QMHP with a graduate degree in behavioral health and at least 1 year of experience in the field in addition to possession of required licensure to practice in the State of Oregon (LCSW, LPC, LMFT, etc.) or ability to obtain within 6 months of hire. The preference is for the successful candidate to meet the State’s “Substance Use Disorders Treatment Staff” definition (e.g. CADC). Must pass a criminal background check.

For more information, including how to apply, visit http://www.co.yamhill.or.us/hr.

Salary: $3889 - $4434/month anticipated at hire, DOE. Benefits include medical, dental, vision, life insurance, health savings, paid leaves, holiday, PERS and deferred compensation options. Salary and benefits will be pro-rated for part-time.

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.

Yamhill County is an Equal Employment Opportunity Employer in full compliance with the ADA. 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. Please notify the Human Resources Office if you need accommodation or assistance with any part of our application process.
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.

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.
- Provides primary counseling and case management for direct services in chemical dependency; family and child guidance counseling; marriage counseling; counseling for mentally ill children and adults; and for formerly institutionalized clients upon their return to the community.
- Makes determination regarding filing for court commitment of mentally disturbed, mentally retarded, alcohol or drug addicted clients; persons and families with emotional problems in connection with acute and chronic physical handicaps 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 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 mentally and emotionally disturbed, developmentally disabled, or alcohol and drug abuse persons.

- 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.

**JOB SPECIFICATION**

**KNOWLEDGE OF:**

- 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.

**SKILL IN:**

- Interacting with mentally ill, developmentally disabled, and alcohol/drug addicted persons.

- 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.

- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Master's degree from an accredited school in social work, clinical psychology, psychiatric nursing, 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.

Must qualify as QMHP, CADC, 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 involves travel to clients’ homes and 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 regularly and 30 pounds occasionally.

Contact with the public in home or office environments 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.*