



YAMHILL COUNTY CAREER OPPORTUNITY

Job #CS21-023

Recruitment closes April 30, 2021 at 3:00 p.m.



Community Support Supervisor (Program Manager I) Health and Human Services

Salary: \$5355 - \$6786 /month (DOE) with Excellent Benefits

Our Community

Yamhill County has approximately 109,000 residents and is a very desirable place to live in the heart of the Willamette Valley wine country. Yamhill County is home to Linfield University 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 Community Support Supervisor

This is a regular, full time position for a Program Supervisor in Community Support Services to be responsible for program evaluation, teaching professional techniques and skills, and providing consultation and information around activities encompassing a wide spectrum of community agencies and professional disciplines. Duties include providing primary clinical and administrative supervision to the Human Services staff, including case load assignments; providing leadership assistance to the Program Manager, which involves confidential contact with staff supervised; and developing and navigating relationships with local and state partners around program services and supports. The position is also responsible for overseeing a portion of the community-based service programs including, but not limited to, Illness Management and Recovery programs, Peer Delivered Services, Early Assessment and Support Alliance (EASA), and Individual Placement and Supported Employment/Education. National Health Service Corp (NHSC) and Oregon Office of Rural Health approved site—loan repayment opportunities available.

THIS IS A NON-BARGAINING POSITION.

The Benefits

Health coverage - Group medical, dental, and vision insurance coverage is available for the entire family. For the 2020-2021 plan year, the County will pay 98% of the monthly premium and employees will pay 2% (\$34.89 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 - \$10,000 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, employees earn 13 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

This position requires a master's degree or Ph.D. from an accredited professional school AND five years' post-graduate experience in the specialty area OR ten years' experience as a Human Services Specialist or its equivalent. In addition to experience, leadership, and/or supervisory roles, the ability to supervise both MSW and LPC licensure candidates toward professional licensure, and have or be able to obtain credentials as a Qualified Mental Health Professional (QMHP) are required. Certified Alcohol and Drug Counselor (CADC) credential is preferred. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above. Will be subject to successful completion of a background check.



The Candidate

The successful candidate must be able to do following: identify precipitating events, gather family histories, perform social and work relationship assessments, conduct mental status examinations, document a five axis diagnosis, write and implement treatment plans, conduct comprehensive mental health assessments, and provide individual, family, and group therapy. Additionally, they will be a high energy, mission-oriented leader who exhibits excellent communication skills, both verbally and in writing who possesses excellent customer service skills, the ability to multi-task, effective problem solving skills, flexibility, and an ability to learn County policies and procedures quickly. They must be self-directed, detail-oriented, and possess the ability to work and interact with staff, clients, and members of the public in a courteous, professional manner. Individuals with experience in human services management, a passion for public service, and a willingness to listen and learn from a diverse team are encouraged to apply.

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.

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 (535 NE 5th St., McMinnville OR 97128). Please contact our Human Resources Department at 503-474-4901 if you have any questions about 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. Please notify the Human Resources Office if you need accommodation or assistance with any part of our application process.



WORKING TITLE: PROGRAM SUPERVISOR	CLASSIFICATION: PROGRAM MANAGER I
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: VARIES
PAY RANGE: NBYCM 24	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8832
PPE: PER WORK LOCATION	REVISION DATE: SEPTEMBER 2019

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Provides a combination of direct service, clinical supervision, and management duties. This position directs, coordinates, evaluates, and manages organizational efforts in planning and implementation of program activities within a program area. Consults with other public and private entities in development of facilities and programs. Assists in the preparation and implementation of program budget. Provides training programs to department staff or other agencies. Assists community agencies in preparation of applications for local, state, and federal financing of programs and services. Employs and evaluates program staff. Provides leadership and assistance to the HHS Director and/or Division Manager.

SUPERVISION RECEIVED:

Works under general direction of the Division Manager.

SUPERVISION EXERCISED:

Supervises and provides clinical and administrative direction for program staff and volunteers.

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:

- Assists division manager in setting program priorities
- Monitors and ensures compliance with local, state, and federal regulations.
- Designs program activities to meet service needs and advises division manager of particular program area, staffing needs, and budget needs.
- Designs program objectives and methods to evaluate success in meeting the objectives.
- Significant responsibilities for direct service/program activities.
- Designs, directs, or provides training for department staff, volunteers and other persons.
- Employs, supervises, and evaluates program staff.
- Provides clinical supervision to other staff and monitors progress of clients assigned to their supervision.
- Coordinates and participates in program evaluation and research activities.
- Conducts diagnostic examinations and makes recommendations to the court or other appropriate entity which may include examinations pertaining to disposition of

- commitment petitions or pre-sentence determinations.
- Prepares necessary reports and records.
- Performs other administrative tasks as required by the division manager.

JOB SPECIFICATION

KNOWLEDGE OF:

- Rules, laws, and policies governing department operation.
- Supervisory and management principles and practices.
- Mandatory reporting requirements and the appropriate levels of information to be shared.
- Confidentiality rules, especially those specific to program area.
- Community development models, policies and strategies.
- Community and partner agencies and resources relevant to program.
- Principles related to appropriate and relevant Oregon Benchmarks.

SKILL IN:

- Effective communication, both orally and in writing.
- Making public presentations.
- Preparing accurate reports.
- Developing, coordinating, and managing program services.
- Interviewing to acquire relevant information for service plan and delivery.
- Developing and maintaining professional relationships.
- Coaching and teambuilding.
- Designing policies, overseeing implementation of initiatives and strategies, and evaluating outcomes.
- Organizing objectives, delegating responsibility, training, evaluating subordinate effectiveness and administering necessary development and discipline.
- Planning, organizing and managing change.

ABILITY TO:

- Provide clinical and administrative direction, supervision, and evaluation to supervised staff.
- Develop and maintain effective working relationships with other employees, advisory groups, elected officials, and the public.
- Conduct planning, evaluation, and monitoring of programs and services.
- Assist in development of relevant and realistic treatment plans connected to program.
- Achieve QMHP credentialing; maintain applicable licensure and professional development requirements as applicable.
- Recognize and understand the behavior of persons experiencing stress.
- Write concisely and perform administrative tasks, including documenting via electronic medical record systems.
- Prepare concise and complete client treatment and progress records in a timely manner where applicable.

- Evaluate program objectives and service delivery outcomes.
- Exercise initiative, be proactive, and provide supervision in crisis situations to ensure agency oversight of actions taken.
- Interpret and apply laws and policies to specific problems related to program delivery.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management and record keeping programs.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Master's degree or advanced training in a related field and five years of relevant experience with progressive responsibilities in program administration or supervision. Graduate level course work and training may be substituted for up to two years' experience. Behavioral Health Management positions must have or be able to be credentialed as a QMHP.

Any satisfactory combination of experience or training which ensures the ability to do the job will be considered.

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.

Must have an NPI number or be able to obtain one upon employment. Must not be excluded from participation in federal health care or 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).

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 meetings. Incumbent may encounter frequent interruptions throughout the workday.

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 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.