YAMHILL COUNTY
CAREER OPPORTUNITY

Job #ER20-048
Recruitment closes August 27, 2020 at 3:00 p.m.

Outreach, Assistive Supports, and Integrated Services (OASIS) Therapist
(HS Specialist II or III)

HS Spec II Salary: $4209 - $4800/month (DOE)
HS Spec III Salary: $4597 - $5215/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 HS Specialist II-III/OASIS Team Therapist

This is a regular full-time position for a Human Services Specialist II or III (QMHP) to serve as a therapist on the Outreach, Assistive Supports, and Integrated Services Team. This position provides integrated behavioral health services using training and experience in evidence-based practices for adults with co-occurring disorders, and/or moderate mental health conditions. Services are provided to individuals who have difficulty accessing traditional outpatient services due to medical issues, chronic health conditions, and/or individuals who require a high level of care coordination due to special circumstances or needs. The aim is to help older adults and adults with disabilities overcome some of the challenges they often face in receiving mental health treatment. Supports are provided on an outreach basis so individuals can receive needed services in their home or other community settings. When clinically indicated, services are also provided in the outpatient clinic. Please see job description for more details.

The Benefits

**Health coverage** - Group medical, dental, and vision insurance coverage for the entire family. For the 2019-20 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. (Premium rates for the 2020-2021 plan year have not yet been determined.)

**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 from an accredited school in social work, or other related social services field is required in addition to:

**HS Specialist II:** one year of experience as a Human Services Specialist I. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above. Must qualify as a QMHP to work in respective fields. May require licensing.

**HS Specialist III:** three (3) years' post-master's experience. Active professional license in the state of Oregon as a Qualified Mental Health Provider (QMHP) or be a non-licensed QMHP with dual credentialing as a Certified Alcohol and Drug Counselor (CADC I, II, or III).

Preference will be given to those applicants with training and experience in evidence-based practices and experience providing intensive mental health and addictions services in a community-based setting as well as to applicants who are CADC credentialed or bilingual. Will be subject to successful completion of a background check.

The Candidate

This position requires working knowledge of techniques specifically related to community mental health services and the following abilities: to understand the behavior of people under stress; to develop and maintain effective cooperative relationships with clients and their families, the community, physicians, law enforcement agencies, the courts, and public and private administrators; to interpret community mental health and chemical dependency services, and to prepare concise and complete client treatment and progress records. This individual will receive specialized training in suicide treatment and interventions, as well as ongoing training related to work with older and vulnerable adults and will be expected to participate in consultation, in-service trainings, education programs, assist in quality assurance activities, and program development as part of a team. Will work within an EMR, typing and computer proficiency is required for collaborative documentation. The successful candidates will have excellent communication skills, be dependable, organized, self-directed, detail-oriented, and possess the ability to work in a team environment and to interact with coworkers, clients, and the public in a courteous, professional manner. The successful candidate must have an NPI number or the ability to obtain one upon employment and be able to become credentialed to serve the Medicare insured population.

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

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.
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.
- Administer 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 children and adults with mental illness, and formerly institutionalized clients upon their return to the community.
- Provides back up crisis and assessment services as needed.
- Makes determination regarding filing for court commitment of individuals with alleged mental illness or developmental disabilities, individuals with alcohol and/or drug addictions, individuals and/or families with emotional problems in connection with acute and chronic physical handicaps and illnesses, 24-hour emergency services to persons who

WORKING TITLE: HUMAN SERVICES SPECIALIST II
CLASSIFICATION: HUMAN SERVICES SPECIALIST II
DEPARTMENT: HEALTH AND HUMAN SERVICES
DIVISION: VARRAYS
PAY RANGE: OPEU 20
FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED
WORKERS COMP CODE: 8832
PPE: PER WORK LOCATION
REVISION DATE: JUNE 2019
are a danger to themselves or others, or those who have overdosed on alcohol or other drugs.

- Receives training and provides Director’s designee services as required.
- 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.
- 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.
- Completes other duties as assigned.

JOBSPECIFICATION

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 are 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. Frequent interruptions may be encountered 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 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.
GENERAL STATEMENT OF DUTIES:
Provides advanced practice direct behavioral health services (mental health and/or substance use disorder) to assigned clients. Participates in diagnosis, evaluation, and treatment planning. Participates in community research and program planning in assigned program service area. Provides behavioral health consultation and in-service training to community agencies. May performs pre-petition screening. Makes referrals to other local and state facilities. Coordinates community behavioral health services with other community and state resources.

SUPERVISION RECEIVED:
Works under general supervision of an HHS Supervisor or Manager. Does not require supervision towards licensure.

SUPERVISION EXERCISED:
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 required.

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 all of the duties of a Human Services Specialist I and II.
- 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 substance use disorder or people with emotional, or developmental disabilities.
- Provides primary counseling and case management for direct services in substance use disorder; 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.
- Provides backup crisis and assessment services as needed.
- Makes determination regarding filing for court commitment of cognitively challenged, alcohol or drug addicted clients; and persons and families with emotional problems in
connection with acute and chronic physical challenges and illnesses.

- Provides 24-hour emergency services to persons who are a danger to themselves or others or who have overdosed on alcohol or other drugs, as necessary.
- Participates in training to provide Director’s designee services as necessary.
- Participates in behavioral health 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 behavioral health 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.
- Participates in Division and program goals, development, evaluation and research activities
- Maintains current records of treatment as required.
- Prepares necessary reports; performs other administrative tasks required by the program supervisor.
- Completes other additional duties as assigned.

**JOB SPECIFICATION**

**KNOWLEDGE OF:**

- Techniques of community behavioral health including mental health, developmental disabilities and substance use disorder services and relationship of mental health/substance use disorder disciplines to the field of community mental health.
- Professional ethics for behavioral health professionals.

**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, 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 substance use disorder services.
- Be eligible to have services billed through commercial insurance plans and Medicare in addition to Medicaid.
• 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 with three years post-masters experience. Active professional license in the state of Oregon as a Qualified Mental Health Provider (QMHP) or be a non-licensed QMHP with dual credentialing as a Certified Alcohol and Drug Counselor (CADC I, II, or III).

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.

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).

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:
This 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. Frequent interruptions may be encountered throughout the workday.

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