



MARION COUNTY
invites applications for the position of:

Peer Network Program Coordinator (Community Coordinator) - MVBCN

SALARY: \$19.94 - \$26.72 Hourly

OPENING DATE: 04/14/17

CLOSING DATE: 05/01/17 11:59 PM

THE POSITION:



GENERAL STATEMENT OF DUTIES

Coordinates efforts within and between community resources, programs and committees, for the advancement of issues and enhancement of opportunities related to a county program or programs; does related work as required.

SUPERVISION RECEIVED

Works under the general supervision of an administrative superior who assigns work, establishes goals, and reviews the results obtained for overall effectiveness through the analysis of performance, reports and conferences.

SUPERVISION EXERCISED

Supervision of other employees is not a responsibility of positions in this classification; however, may provide direction to, and coordinate the efforts of consultants, independent contractors, volunteers and interns.

TYPICAL DUTIES - DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

Peer Support – General

- Advances practices and attitudes that support consumer recovery and empowerment.
- Provides staff support for Consumer Advisory Team.
- Works with peer organizations to organize activities for professionals and consumers on recovery and empowerment including conferences or retreats.
- Makes presentations about peer services to providers and general public.

Peer Support Organizations

- Manages contracts with peer organizations.
- Provides training and technical assistance as indicated.
- Orients new agencies to BCN and WVCH.
- Educates participating agencies on billing, policies and procedures.
- Proactively identifies potential problem areas and works to improve processes and systems.
- Develops/distributes relevant education and training materials.
- Identifies meaningful outcomes and develop tracking and reporting system.
- Ensures data is accurate

Peer Supports in Clinics

- Works with providers and peer organization to facilitate inclusion of peers in clinical teams.
- Identifies opportunities to work with primary care and dental clinics around working with peers.

Peer Network Expansion

- Identifies peer program expansion strategies/opportunities, particularly for underserved populations.
- Develops and implements appropriate methodologies to procure additional peer organizations.

Other Job Responsibilities

- Establishes and maintains positive and professional working relationships with co-workers, customers, and other agencies; perform effectively on teams.
- Maintains punctual and regular work attendance.
- Complies with MVBCN and Marion County policies, procedures, and regulations.
- Complies with MVBCN, State, and Federal policies, procedures, and regulations on patient and employee confidentiality.
- Participates in employee training.
- Provides training to co-workers as requested.
- Maintains current Oregon driver's license and acceptable driving record.
- Uses Windows-based desktop and portable computers with Microsoft Office programs (Access, Excel, Internet Explorer, Outlook, PowerPoint, and Word) and other computer programs to carry out job responsibilities.

REQUIREMENTS FOR THE POSITION: EXPERIENCE AND TRAINING

1. Graduation from a four-year college or university, including major course work in psychology, social work, sociology, counseling, human services, education, health care, public health, health education, emergency preparedness or a related field; AND

2. Two years of experience in program management and coordination in a field related to youth and family, public health, emergency preparedness or behavioral health services depending on program; OR
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

ADDITIONAL REQUIREMENTS FOR THIS POSITION

- As defined by Oregon Administrative Rule 309-032-1501, a "Peer Network Program Coordinator" provides peer delivered services to an individual or family member with similar life experience. A Peer Network Program Coordinator must be:
 - A self-identified person currently or formerly receiving mental health services; OR
 - A self-identified person in recovery from a substance use disorder, who meets the abstinence requirements for recovering staff in alcohol and drug treatment programs; OR
 - A family member of an individual who is a current or former recipient of addictions or mental health services.

Applicants will be asked to discuss recovering experiences during the interview process.

NECESSARY SPECIAL REQUIREMENTS

- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.
- Some positions in this classification may require specialized experience and qualifications which will be specified at recruitment.
- This position may be subject to the following: Must not be excluded from participation in the federal health care programs (Medicaid, Medicare and other federally funded programs that provide health benefits); AND must not be excluded from participating in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).
- The finalist for this position may be required to pass a criminal history background check; however, conviction of a crime may not necessarily disqualify an individual for this position.
- This assignment is represented by a union.
- This is a full-time position, which is eligible for overtime.
- Typical Work Schedule: Monday through Friday, 8:00 a.m. - 5:00 p.m., with flexibility depending upon the needs of the department and program.

KNOWLEDGE, SKILLS AND ABILITY

Knowledge and experience in program design and management; demonstrated skill and ability in developing and coordinating service planning and training; ability to relate effectively with community agencies and resources; ability to function as a team member and a team leader; ability to function with limited direct supervision; ability to act in a professional manner; effective written and oral communication skills, including the ability to listen and negotiate; ability to prepare concise and complete reports; ability to organize and work within financial guidelines; ability and skill in mediation, facilitation, and group process; understanding of

cultural specific information.

BEHAVIORAL EXPECTATIONS

Provides backup and support to co-workers; establishes and maintains professional and effective working relationships with customers, co-workers and other agencies; maintains punctual and regular attendance; complies with MVBCN and county policies, procedures and regulations; participates in employee training and orientation; provides training to co-workers as requested; maintains required licenses, certifications and credentials as required by the position; performs duties outlined in the Essential Job Functions.

PHYSICAL REQUIREMENTS

Drives a motor vehicle in the performance of duties; uses depth perception; stands; sits; moves about the work area; bends; crawls; climbs 1 floor of stairs; reaches overhead; lifts, pushes, pulls, and carries up to 5 lbs.; moves carts weighing up to 20 lbs.; operates keyboard; uses rapid-mental/hand/eye coordination speaks with a clear and audible voice; distinguishes colors and shades; hears normal speech level; reads a 12 pt. font; uses office chemicals such as toner.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will be considered without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, or sexual orientation. To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.

This announcement is meant only as a descriptive recruitment guide and is subject to change. Further, it does not constitute either an expressed or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.marion.or.us/BS/HR/Pages/jobs.aspx>

Position #527-6
PEER NETWORK PROGRAM COORDINATOR (COMMUNITY
COORDINATOR) - MVBCN

PO BOX 14500
Salem, OR 97309
(503) 566-3949

JL

humanresources@co.marion.or.us

Peer Network Program Coordinator (Community Coordinator) - MVBCN Supplemental Questionnaire

- * 1. In order to receive credit for your supplemental questions, your answers must be supported by details in the education and/or work experience section of your application form. Do you understand this statement?
 - Yes
 - No

- * 2. What is the highest level of education you have successfully completed?
 - GED
 - High school
 - At least 1 year of college (31 semester or 45 quarter credits)
 - Associate degree (62 semester or 90 quarter credits)
 - At least 3 years of college (93 semester or 135 quarter credits)
 - Bachelor's degree (124 semester or 180 quarter credits)
 - Master's degree (155 semester or 225 quarter credits)

- Doctorate degree (186 semester or 270 quarter credits)
- None of the above

* 3. Indicate area of study for college education.

- Psychology
- Social Work
- Sociology
- Counseling
- Human Services
- Education
- Health Care
- Public Health
- Health Education
- Emergency Preparedness
- A field of study related to any of the above (specify below)
- None of the above

* 4. Please specify where you gained the education level listed above. Include school name, area of study, number of credits earned, and whether they were semester or quarter credits. Write NA in the box if this question does not apply to you. Experience listed in this answer must be supported by the education and/or work experience in your application. "See resume" is not an acceptable answer.

* 5. Indicate how many years of full-time work experience you have in program management or coordination in a field related to behavioral health services. (One year of work experience is equal to 2080 hours.)

- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years to less than 5 years
- 5 years to less than 6 years
- 6 years to less than 7 years
- 7 years to less than 8 years
- 8 years to less than 9 years
- 9 years to less than 10 years
- 10 years or more
- None of the above

* 6. Please specify where you gained the work experience listed above. Include place of employment, the number of hours worked per week, and length of employment. Write NA in the box if this question does not apply to you. Experience listed in this answer must be supported by the education and/or work experience in your application. "See resume" is not an acceptable answer.

* 7. This position requires the applicant to have current or previous personal experience with mental health services. Do you meet this qualification? NOTE: Your answer will remain confidential.

- Yes
- No

* 8. If you answered "Yes" to the above question, please tell us how you meet this qualification. Your answer will remain confidential. If you answered "No" to the above question, just write "NA" in the space provided.

* Required Question