



MARION COUNTY
invites applications for the position of:

**Behavioral Health Care Coordinator
Chemical Dependency
(Mental Health Specialist 3)**

**Mid-Valley Behavioral Care Network
(MVBCN)**

SALARY: \$2,144.00 - \$2,872.00 Biweekly
\$4,645.33 - \$6,222.67 Monthly

OPENING DATE: 10/09/17

CLOSING DATE: 10/23/17 11:59 PM

THE POSITION:



GENERAL STATEMENT OF DUTIES

Provides consultation to other agencies on a wide range of matters related to mentally ill or alcohol & drug abuse clients. Primary responsibility of this class is to (1) coordinate and oversee large community programs, including providing direction to a team of mental health specialists and associates in support of the program, and/or (2) to provide senior-level technical assistance to a health department program delivering mental health or alcohol and drug abuse services and/or to provide senior level treatment intervention to enrolled clients.

SUPERVISION RECEIVED

Works under the general supervision of a manager or supervisor who assigns work, establishes goals, and reviews the results obtained for overall effectiveness through the analysis of reports and conferences.

SUPERVISION EXERCISED

May act as a community program coordinator and provide lead direction to teams of other mental health specialists and associates for a specific unit or specific task; may provide supervision to practicum students and volunteers as requested by supervisor.

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

- Provides clinical review related to out of panel behavioral health authorization requests and continued stay. Includes requests for psychological testing, eating disorders treatment (both PHP & IOP) and out of area services for youth in state wide BRS placements.
- Provides service coordination, consultation and clinical problem solving and support to

BCN provider panel, out of panel providers, Primary Care Providers, ED Mental Health Evaluators and Psychiatric Crisis Center staff---for Oregon Health Plan, Willamette Valley Community Health (WVCH) members of all ages

- Provides system navigation and support for members facing exceptional challenges in accessing care. Includes direct interface with BCN panel to link members to services
- Organizes and implements systems to assure appropriate utilization of behavioral health services, including clinical review of out of panel and residential authorization, in-panel re-authorization requests and CIM authorizations and data management.
- Identifies barriers and system gaps to improve service access
- Participates in planning and carrying out provider site reviews and audits

Job Functions Specific to Chemical Dependency Services

- Works with stakeholders to develop and implement best practices for chemical dependency and co-occurring treatment strategies
- Participates in MVBCN quality improvement processes to develop measurable goals for systems improvement implementation and evaluation of progress as they relate to chemical dependency services
- Consults with outpatient chemical dependency providers regarding referrals to residential treatment
- Coordinates treatment and discharge planning with residential facilities
- Arranges for appropriate follow-up care
- Authorizes payment for residential treatment and OOP requests for chemical dependency
- Chairs and develops agendas and materials for the WVP/MVBCN chemical dependency operations Committee to ensure smooth co-management of chemical dependency services for WVCH members
- Represents WVCH and MVBCN at the Marion and Polk County Local Alcohol and Drug Planning Committees and other meetings as requested.
- Performs other duties as assigned

Other 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 department and county policies, procedures, and regulations
- Participates in employee training and orientation
- Provides back-up and training to co-workers as requested
- Maintains current Oregon driver's license and acceptable driving record (or see next)
- Is able and willing to drive own motor vehicle or arrange reliable, alternate transportation

REQUIREMENTS FOR THE POSITION: EXPERIENCE AND TRAINING

1. Possession of a graduate degree in Psychology, Social Work, Recreational Therapy, Music Therapy, Art Therapy or a Behavioral Science Field, or possession of a bachelor's degree in Nursing and licensed by the State of Oregon, or possession of a bachelor's degree in

Occupational Therapy and licensed by the State of Oregon; and three (3) years post-graduate mental health experience; OR

2. Possession of a graduate degree in Psychology, Social Work, Recreational Therapy, Music Therapy, Art Therapy or a Behavioral Science Field, or possession of a bachelor's degree in Nursing and licensed by the State of Oregon, or possession of a bachelor's degree in Occupational Therapy and licensed by the State of Oregon; and one (1) year post-graduate mental health experience and a combination of at least two (2) years additional specialized training and/or experience specific to the position.

SPECIAL QUALIFICATIONS

- Must possess current CADC I* (or higher), **OR** the ability to obtain a CADC I within six (6) months of hire. *Requirements for CADC I: 150 Alcohol and Drug Education (15 quarter or 10 semester) hours; and 1,000 supervised experience hours in the addictions counselor competencies.
- Must be able to be credentialed as a Qualified Mental Health Professional (QMHP).
- 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/>.
- Final candidate must provide own transportation and must provide and maintain proof of personal automobile liability insurance, at a minimum, in the amount required by Oregon Law (ORS Chapter 806). Work-related mileage will be reimbursed at the current Marion County rate, upon approval by the supervisor.
- 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 not eligible for overtime.
- Typical Work Schedule: Monday through Friday days, with flexibility depending upon the needs of the program.

KNOWLEDGE, SKILLS AND ABILITY

Thorough knowledge of: the techniques and principles of psychological, behavioral, addictive, social and neurological disorders and the application of psychological treatment to such disorder.

Knowledge of and ability to: function within a professional code of ethics.

Skill and ability in: treatment with mentally and emotionally ill or alcohol & drug or dually diagnosed clients; evaluate psychiatric or alcohol & drug services; take part in diagnostic and treatment planning conferences; prepare concise and complete reports and patient records in a professional and timely manner; participate in social planning and carry out recommendations and directives.

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

Operates a motor vehicle; sees using depth perception; stands; sits; moves about the work area; lifts and carries up to 5 lbs.; pushes and pulls up to 10 lbs.; moves carts weighing up to 10 lbs.; operates a keyboard; uses rapid-mental/hand/eye coordination; speaks clearly and audibly; reads a 12 pt. font; distinguishes colors and shades; hears a normal level of speech.

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>

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

Position #555-2017-3
BEHAVIORAL HEALTH COORDINATOR (MENTAL HEALTH
SPEC. 3) - MID-VALLEY BEHAVIORAL CARE NETWORK
(MVBCN)
JL

humanresources@co.marion.or.us

Behavioral Health Coordinator (Mental Health Spec. 3) - Mid-Valley Behavioral Care Network (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. Are you, or have you been, credentialed by Marion County Health Department as a Qualified Mental Health Professional (QMHP)?
 - Yes
 - No
- * 3. 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

* 4. Indicate area of study for college education.

- Psychology
- Social Work
- Recreational Therapy
- Music Therapy
- Art Therapy
- Other Behavioral Science
- Nursing
- None of the above

* 5. 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.

* 6. Indicate how many years of full-time, post-Master's degree mental health work experience you have. (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

* 7. Indicate how many years of full-time specialized training and/or experience you have specific to this position. (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

* 8. Please specify where you gained the specialized training and/or work experience listed in

the two previous questions. 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.

- * 9. Select the option that best reflects your Oregon licensure status.
 - I hold a current Oregon license as an LPC, LCSW, LMFT or Psychologist.
 - None of the above
- * 10. Please give details as to the Oregon license(s) you possess as mentioned in the question above. If you do not possess a license, but are eligible to obtain your license, please explain which license and how you plan to obtain it. If you answered "None of the Above", write NA in the box.
- * 11. Select the option that best describes your certification level for drug/alcohol treatment providers. NOTE: Your answer must be supported by details in the certifications section of your application.
 - I have a CADC 1 (I)
 - I have a CADC 2 (II)
 - I have a CADC 3 (III)
 - I have a drug/alcohol treatment provider certification in another state (specify below)
 - I have the necessary college credits and the ability to obtain a CADC I within 6 months of hire. (explain below)
 - None of the above
- * 12. If you gave an answer that asked you to explain below, please give details as to how you will obtain a CADC I within 6 months of hire. For education requirements, include the area of study, number of credits earned, and whether they were semester or quarter credits. For addictions counselor/drug treatment work experience, include the number of hours worked per week, length of employment, typical duties performed and type of employer for whom you worked. Education and work experience listed in this answer must also be included in your application. Write NA in the box if this question does not apply to you.
- * Required Question