



MARION COUNTY
invites applications for the position of:
Behavioral Health Care Coordinator
Child & Youth
(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:



This recruitment has been reopened for additional applicants. If you have already applied for recruitment #555-2017-2, you do not need to reapply.

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:
Willamette Valley Community Health (WVCH) Oregon Health Plan (OHP)
Member Services

- Provides clinical review and authorization for out of panel behavioral health services and continued stay.
- Reviews and authorizes requests for psychological testing, eating disorders treatment (outpatient, intensive outpatient, inpatient, and partial hospitalization services), and other out of panel behavioral health services for youth and adults
- Provides service coordination, consultation, and clinical problem solving and support to the following, but not limited to: BCN's contracted providers, out of panel providers, Primary Care Providers, Emergency Department Mental Health Evaluators, and Marion County Health Department Psychiatric Crisis Center staff for OHP recipients.
- Provides system navigation and support for OHP recipients facing exceptional challenges in accessing behavioral health services. Includes direct interface and coordination with BCN's contracted providers to link members to outpatient behavioral health services
- Provides authorization for payment for residential treatment services and psychiatric placements
- Participates on various BCN committees as requested

Systems

- Organizes and implements systems to assure appropriate utilization of behavioral health services, including clinical review of in panel, out of panel, and residential service authorizations
- Provides data management and institutes care management reviews of individuals receiving residential and out of panel services
- Ensures smooth and appropriate discharge planning and care coordination with community resources including technical training and assistance
- Participates in planning and carrying out provider site reviews and audits
- Participates in BCN quality improvement processes to develop measurable goals for behavioral health system improvement, implementation, and evaluation of progress
- Reviews BCN policies and procedures; makes recommendations, improvements, and changes to BCN leadership as needed
- Retains and follows state and federal rules relevant to OHP and behavioral health services
- Ensures policies and procedures are followed in accordance with federal, state, and local requirements

Provides leadership for the Children's System of Care including:

- Provides intensive case management for MV Wrap / New Solutions programs
- Performs clinical review and authorization for intensive services (sub-acute, psychiatric residential and day treatment)
- Provides utilization review and complex case management for WVCH OHP recipients receiving intensive treatment services
- Identifies service and system gaps for children and families and collaborates with partners and stakeholders for improvements
- Provides administrative and staffing support for Marion and Polk Counties' System of Care Executive Committee
- Co-facilitates Marion & Polk's Regional Partners Committee

- Acts as site lead for WVCH implementation of System of Care / Wraparound

Performs other duties as assigned, including, but not limited to:

- Represents BCN in WVCH CCO, stakeholder, and statewide meetings as requested by BCN leadership
- Participates and/or leads special projects as requested by BCN leadership
- Maintains up to date knowledge of Oregon Administrative Rules (OARs)

Other Responsibilities

- 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. 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 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/>.
- 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; sits; moves about the work area; operates a keyboard; speaks clearly and audibly; reads a 12 pt. font; 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 #555-2017-2
BEHAVIORAL HEALTH CARE COORDINATOR (MENTAL
HEALTH SPECIALIST 3) - MID-VALLEY BEHAVIORAL CARE
NETWORK
JL

humanresources@co.marion.or.us

Behavioral Health Care Coordinator (Mental Health Specialist 3) - Mid-Valley Behavioral Care Network Supplemental Questionnaire

- * 1. All Recruitments: 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
 - Recreational Therapy
 - Music Therapy
 - Art Therapy
 - Other Behavioral Science
 - Nursing
 - 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, post-graduate 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
- * 6. 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

- * 7. 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.
- * 8. 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
- * 9. 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.
- * Required Question