



## UMATILLA COUNTY POSITION DESCRIPTION



**Department:** *Human Services*  
**Position Title:** *Mental Health Specialist*

**Employee Name:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Job Series:** School Based Mental Health Counselor    **Salary Range:** M24A  
**Union Covered:** Yes    **BOLI Exempt:** No

### GENERAL DESCRIPTION OF POSITION

Umatilla County Human Services will provide behavioral health counseling services within Sunridge Middle School and Pendleton High School through the School Based Health Center (SBHC). Therapeutic counseling services will be offered daily for identified students with behavioral health concerns. Behavioral health clinicians will be skilled in assessing, diagnosing, and creating treatment plans to address each patient's behavioral health concerns. The clinician will be skilled and proficient in evidenced based therapeutic modalities and interventions. The clinician will have knowledge of counseling theories and how to implement these theories into a clinical setting. The clinician will work with the school and the family to improve the behavior health of students served. Clinician will have the ability to provide services coordination, case management and skills training. This position will provide service coordination, case management, therapy, skills training and support within all schools in Umatilla County. This is a .80 FTE position. The job begins September 3, 2019 and goes through June 14, 2020. This position offers 2.5 months off each year. Benefits and pay will continue throughout the summer based on a pro-rated scale. Please note that start time and end time each school year may vary based upon the calendared school year, but will provide an approximate start of September 1st and end of June 15th.

### SUPERVISORY RELATIONSHIPS

Supervision received: works under the supervision of Umatilla County Human Services Director or designee.

### PRINCIPAL DUTIES OF POSITION

#### **1. Service coordination and case management: (EE)**

A major function of this position is to identify, assess and treat with behavioral health interventions for qualified students and families at Sunridge Middle School and Pendleton High School.

- a. Under the direction of the Program Manager, enroll students into applicable service
- b. Work seamlessly with partnering agencies and schools to assure all identified students are served

- c. To function as a community liaison for the agency and an advocate with the consumer.

### **2. Therapy, skill training and support: (EE)**

A major function of this position is to provide individual, family and group behavioral health counseling within a school based setting

- a. Screen and evaluate students to determine eligibility
- b. Conduct and produce a behavioral health assessment and develop and update as necessary with the student an individualized treatment plan. Conduct and produce a behavioral health assessment, updating as necessary. Complete session notes on each student services in electronic health record.
- c. Establish and maintain a professional working relationship with all office staff, school personnel and conduct oneself in a professional manner.
- d. Attend meetings with school personnel as required to provide appropriate services for students and families.
- e. Assist, as requested, in gathering and providing statistical data and other research.
- f. Perform paperwork and other duties as by policies of UCHS.
- g. Provide clerical staff with required materials and documentation in a courteous, legible and timely manner.
- h. Participate in team meetings, activities and other grant projects.
- i. Participate in and assist with SBHC certification process

### **3. Documentation: (EE)**

A major function of this position is to keep and maintain required case files, other direct or indirect service records, case notes and reports in accordance with established program procedure so as to maintain compliance with all legal and professional requirements. To maintain a level of and records for direct client contact commensurate with the agency standard for this position within the School Based program service operation and design.

### **OTHER DUTIES OF POSITION**

1. Other related duties as assigned or needed.

### **REQUIREMENTS FOR POSITION**

#### **Mental Health Associate II**

Possession of an earned Master's degree from a regionally accredited college or university, if located in the USA or commensurate accreditation, if the college or university is located outside the USA. The college or university shall have, and the candidate will have graduated from, a degree program which prepares candidates to provide psychotherapy, rehabilitation counseling, social work, psychology or counseling preparing the candidate to work in mental health or addiction treatment settings. (The above criteria is not intended to exclude regionally accredited colleges or universities which have a religious affiliation). OR, currently certified as a QMHP and the ability to obtain Master's degree within one year of hire.

PLUS:

- Demonstrated philosophy of consumer empowerment.
- Bilingual (Spanish) preferred.
- Strong diagnostic and clinical skills in both Mental Health and Addiction Treatment

preferred.

- Possess a valid driver's license
- Must have good daily attendance (EE)
- Must feel comfortable working in the schools and the community
- Meets State QMHP qualifications. Must apply as a QMHP within 6 months of hire or apply with a state accreditation board (Board of licensed professional counselors and therapists, Board of licensed social workers, etc) as a licensed clinician or clinician in training.
- Must state substance abuse counselor qualifications or apply for certification within 6 months of hire and must complete testing within two years of hire.
- Excellent oral and written communication skills
- Excellent knowledge/experience with computers and software programs such as Word, Excel, Google applications and scanning
- Good telephone and in-person etiquette interacting with general public, school staff and community partners in a cooperative, pleasant and positive manner
- Ability to be intuitive and work independently and as part of a team
- Ability to maintain confidentiality
- Follow written or oral instructions
- Good organizational skills
- Must be willing and able to work with multiple schools and their staff
- Must be able to establish and maintain effective working relationship with supervisor, schools, the public, other county departments, and other community partners
- Ability to apply regulations, policies & procedures and ethical guidelines
- Ability to travel to attend meetings, trainings and conferences
- Must have reliable transportation to travel to locations within Umatilla County
- Ability to pass criminal background check

### **SPECIAL QUALIFICATIONS**

### **PHYSICAL DEMANDS**

The physical demands described here 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 job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands and fingers to, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

### **TOOLS AND EQUIPMENT USED**

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, and fax machine.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee's Signature/Date