

UMATILLA COUNTY

EMPLOYMENT OPPORTUNITY

UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

AN EQUAL OPPORTUNITY EMPLOYER

May 29, 2018

18-29

POSITION ANNOUNCEMENT

POSITION: Peer Mentor Supervisor
POSITION #: 18-29
DEPARTMENT: Human Services
SALARY: \$3,318.00/Month (to start) – Plus Excellent Benefits
CLOSING: First Review June 12, 2018

DESCRIPTION: Provides clinical and administrative support to Peer Mentor program within Human Services and amongst other Medicaid providers in Umatilla County. Serves as a peer mentor coordinator between the UCHS, Lifeways, EOAF, and other community and governmental agencies. Provide peer mentoring services to clients being served at UCHS. Responsible for maintaining accurate records of supervision services, peer mentoring services, and peer mentor state reporting. In coordination with UCHS Director and Office manager, monitor budget costs on a regular basis.

REQUIREMENTS:

- Current valid driver's license
- Must be a certified recovery mentor, peer support specialist, or peer wellness specialist
- Must have at least one-year experience working as a recovery mentor, peer support specialist, or peer wellness specialist
- Must have good daily attendance.
- 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 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.
- Ability to supervise and hold employees accountable to law, county policies and Union agreements.
- Must be willing and able to work with multiple agencies and their peer mentors.
- Ability to provide constructive feedback to employees and to contracted workers regarding work product and clinical direction.
- Must be able to establish and maintain effective working relationship with supervisor, employees, the public, other county departments, and other community partners.

HOW TO APPLY: Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at www.umatillacounty.net or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to hr@umatillacounty.net.