



A major function of this position is to provide group skill training and support services.

- a. Skills Training is geared toward the prevention, management and reduction of identified concerns, thereby allowing the student and/or family to function more independently and completely in daily life.
- b. Skill training and support services are designed to create competency in areas of daily living which promote community integration, increase school attendance, reduces behaviors and maintains a quality life.

### **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 I**

Earned Associates degree or High School Diploma or GED and two (2) or more years of formal training or experience in counseling and/or skills training.

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 QMHA qualifications. Must apply as a QMHA within 6 months 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

### **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