



UMATILLA COUNTY

POSITION DESCRIPTION



Department: Human Services
Position Title: Mental Health Associate II

Employee Name: _____

Effective Date: _____

Job Series: School Based

Salary Range: M23

Union Covered: Yes

BOLI Exempt: No

GENERAL DESCRIPTION OF POSITION

Umatilla County Human Services will provide behavioral health prevention skills group in schools throughout Umatilla County through their School Based Mental Health Program (SBMH). Skills groups teach specific skills to students with the intention of increasing student resiliency and decreasing current and future problematic behavioral concerns. Utilizing targeted prevention curriculum, this job requires a thorough understanding of the curriculum along with the ability to provide services coordination, case management, skills training and support within specified schools in Umatilla County. This position will provide service coordination, case management, therapy, skill training and support within all schools in Umatilla County. Offering these services to students and families within each school district. This is a .80 FTE position. The job begins September 4, 2018 and goes through June 14, 2019. 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 the Mental Health Services Program Manager or designee.

PRINCIPAL DUTIES OF POSITION

1. Service coordination and case management: (EE)

- A major function of this position is to identify then coordinate appropriate mental health prevention interventions for students and families with all schools in Umatilla County.
- 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 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 II

Possession of an earned Bachelor'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).

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.

Employee's Signature/Date