

WORKING TITLE: THERAPIST/COORDINATOR - ENHANCED CARE FAMILY & RESIDENTIAL TREATMENT FACILITY	CLASSIFICATION: BEHAVIORAL HEALTH CLINICIAN
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: VARIES
PAY RANGE: OPEU 22	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8832
PPE: PER WORK LOCATION	REVISION DATE: MAY 2025

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Provides direct treatment management of assigned clients at enhanced Care Facility (ECF) and/or Residential Treatment Facility (RTF). Participates in diagnosis, evaluation, and treatment planning. Provides person-centered therapy and consultation. Participates in community research and program planning in assigned program service area. Provides behavioral health consultation and in-service training to community agencies/providers. Makes referrals to other local and state facilities. Coordinates community behavioral health services with other community and state resources. Oversees behavioral health services for individuals residing at ECF and/or RTF.

SUPERVISION RECEIVED:

Works under direct supervision of Program Supervisor, Manager, or designee.

SUPERVISION EXERCISED:

May provide training to other staff and/or provide training to and oversight of volunteers, students, and interns.

SPECIFIC RESPONSIBILITIES OF THIS POSITION:

- Serves as primary therapist at ECF and/or RTF, providing therapy to each program resident as appropriate per their treatment plan.
- Offers regular 1:1 counseling to support clients in working toward goals, monitor status/progress, and focus on other issues relevant to treatment/services; provides additional sessions with residents as needed to address any issues of concern.
- Conducts initial, updated, and annual mental health assessments & collaboratively develops treatment plans with ECF and/or RTF residents within expected timeframes and in accordance with best practices, OARs and YCHHS policies/guidelines.
- Provides & documents consultation with families, guardians, provider staff, staff from other agencies/facilities, etc. to ensure coordination of care/services so client needs continue to be met/addressed.
- Participates/consults in development of individual behavior support plans and in the review of each resident's facility service plan as needed/requested.

- Provides ongoing behavioral intervention/support at the program including assisting HHS and facility staff with difficult situations, employing preventative measures, adjusting environmental factors, and supervising residents as appropriate.
- Completes training and certification in CPI Nonviolent Crisis Intervention or equivalent.
- Communicates regularly regarding current resident issues to other staff and provides ongoing consultation and training to ECF/RTF care staff on how to work effectively with individuals (including person-centered approaches & behavioral interventions).
- Acts as liaison and coordinates with other community providers/agencies to assist residents with communication and/or arrange for services.
- Coordinates with crisis team and other entities to arrange for acute psychiatric hospitalization for ECF/RTF residents as needed; completes associated paperwork/forms including Directors Custody if authorized and appropriate.
- Maintains communication with hospital staff while resident is hospitalized to track progress and develop aftercare plans.
- Receives referrals for potential ECF/RTF residents.
- Reviews & distributes information/packet for discussion with treatment team; performs screenings (on and off site).
- Coordinates with provider administrative staff to discuss program's ability to serve individual being screened; participates in decisions regarding acceptance/denial and communicates outcome to appropriate involved parties.
- Coordinates client admission to ECF/RTF.
- Communicates with hospital social workers and/or representatives from referring agency to arrange admission date/time and ensure everything is in place (e.g., appropriate records/updates are received, Medicaid/financial status is verified, etc.) to assure smooth transition.
- Completes applicable initial/intake paperwork (Consent to Treat, Fee Agreement, Information Forms/Packets, Release of Information, Prior Authorization Request, Data Base form) prior to or upon admission and assists individuals/guardians with understanding & completing their portions of these documents.
- Works with ECF/RTF clients on transition/discharge planning including exploring appropriate placement options, arranging for follow-up services, and coordinating transfer (with resident, family, APD case manager, ENCC, receiving facility, etc.).
- Completes applicable service conclusion documentation.
- Follows up with client and receiving provider(s) as needed to ensure successful transition.
- Coordinates and facilitates weekly interdisciplinary treatment team meetings to review residents' status and needs.
- Provides updates and develops plans collaboratively with the team.
- Documents relevant information from treatment team meetings in client record.
- Participates in informal team meetings with HHS and facility provider staff to review program issues and coordinate care for residents.
- Provides or arranges quarterly in-service trainings for provider staff to enhance knowledge/skill related to mental health topics and specific resident needs.
- Assists with program development including ongoing evaluation of the effectiveness of day-to-day programming so appropriate changes can be implemented, and the quality of services is continuously improving.

- Oversees services provided by QMHAs to program residents to ensure individuals are receiving appropriate/effective services.
- Signs-off on QMHA documentation as required.
- Provides back-up coverage for QMHA services at ECF/RTF when needed.
- May serve as PASRR Level II evaluator for residents and/or applicants of Medicaid licensed nursing facilities in Yamhill County who have indicators of mental illness, as necessary.
- Participates in at least 2 hours of supervision monthly with Program Supervisor, Manager, or designee including at least 1 hour per month of individual, face-to-face clinical supervision.
- Participates in monthly group supervision & scheduled team meetings.
- Reviews and completes monthly client summaries for ECF/RTF residents within 60 days from the end of the month being reviewed.
- Completes and submits required reports (e.g., monthly census reports, monitoring & supervision reports for individuals under jurisdiction of Psychiatric Security Review Board, etc.).
- Provides after-hours pager coverage as needed/scheduled.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Performs the duties of a Human Services Specialist I.
- Interviews clients, parents, petitioners, and collateral contacts in preparing social histories and accumulating pertinent information for further diagnostic purposes.
- Recommends to the court, law enforcement agencies, and other social and health facilities disposition or management of problems involving people with substance use disorders, health disorders, or intellectual/developmental disabilities.
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- Provides primary counseling and case management for direct services in substance use disorder; family and child guidance counseling, couples counseling, counseling for children and adults with mental health disorders, and formerly institutionalized clients upon their return to the community.
- Provides back up crisis and assessment services as needed.
- Makes determination regarding filing for court commitment of individuals experiencing cognitive challenges or substance use disorders and persons and families with emotional problems in connection with acute and chronic physical challenges and illnesses.
- Provides 24-hour emergency services to persons who are a danger to themselves or others, or those who have overdosed on alcohol or other drugs, as necessary.
- Conducts Director's designee services as necessary.
- Participates in behavioral health consultation to schools, juvenile department counselors, vocational counselors, community health nurses, law enforcement agencies, nursing homes, hospitals, and other community agencies or professionals serving persons with mental health disorders, intellectual/developmental disabilities, and substance use disorders.
- Provides in-service training programs for other professional persons or facility staff who

work with people experiencing mental health disorders, intellectual/developmental disabilities, or substance use disorders.

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- Assists in research and program evaluation activities as directed.
- Provides behavioral health education and information to promote public interest and advocacy for services for people who experience substance use disorders, mental health disorders, and intellectual/developmental disabilities.
- Participates in Division and program goals, development, evaluation, and research activities.
- Maintains current records of treatment as required.
- Prepares necessary reports; performs other administrative tasks required by the program supervisor.
- Represents the County in community educational outreach activities, as directed.
- Promotes and assists in development of new programs and resources in the community.
- Participates in program planning and development.
- Provides or participates in consultation, in-service training, and education programs.
- Participates in quality assurance activities.
- Performs other necessary work as required by the Program Supervisor, Manager, or designee.

JOB SPECIFICATION

KNOWLEDGE OF:

- Techniques of community behavioral health, including mental health, developmental disabilities and substance use disorder services and relationship of mental health/substance use disorder disciplines to the field of community behavioral health professionals.
- Professional ethics for behavioral health professionals.

SKILL IN:

- Interacting with persons experiencing mental health, intellectual/developmental disabilities, and substance use disorders.
- Operating relevant software and databases.
- General keyboarding and computers.
- Microsoft Windows environment inclusive of using Word, record keeping programs, general keyboarding, and other computer skills.
- Use of Proper grammar, punctuation, spelling, capitalization, and sentence structure.
- General arithmetic (addition, subtraction, multiplication, fractions, decimals, and division).
- Communicating effectively and concisely, both orally and in writing.
- Maintaining timely documentation and communication.

ABILITY TO:

- Understand the behavior of people under stress.
- Conduct diagnostic interviews and assess mental health needs.
- Learn and work within specific agency operations, policies and procedures, and OARs

affecting assigned work.

- Apply training and OARs to work.
- Meet required documentation quality standards and timelines.
- Work efficiently and exercise sound judgement.
- Work harmoniously with peers and professionals in various disciplines.
- Meet and work with other professionals and nonprofessional people in the community.
- Perform administrative tasks.
- Maintain confidentiality.
- Develop cooperative relationships with clients, their families, and the community.
- Maintain relationships with physicians, law enforcement agencies, the courts, public and private administrators, and the community in general.
- Interpret community mental health and substance use disorder services.
- Prepare concise and complete client treatment and progress records.
- Work in residential facility environment and with clients in the community.
- Operate a motor vehicle and transport clients in County vehicles.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Master's degree from an accredited school in social work, clinical psychology, psychiatric nursing, or a related field; or Bachelor's degree in nursing or occupational therapy and licensed with the state of Oregon.

Must qualify and maintain registration as a Qualified Mental Health Professional (QMHP) or be registered with an equivalent licensing board.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and/or other areas located within a residential facility, and uses a computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that in a shared office space, with additional sound related to residential encounters and daily activities at the program. Frequent interruptions may be encountered throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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 functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.