



<b>WORKING TITLE:</b> HUMAN SERVICES SPECIALIST II	<b>CLASSIFICATION:</b> HUMAN SERVICES SPECIALIST II
<b>DEPARTMENT:</b> HEALTH AND HUMAN SERVICES	<b>DIVISION:</b> VARIES
<b>PAY RANGE:</b> OPEU 20	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8832
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JUNE 2019

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Provides direct treatment management of assigned clients. Participates in diagnosis, evaluation, and treatment planning. Participates in community research and program planning in assigned program service area. Provides chemical dependency and mental health consultation and in-service training to community agencies. Performs pre-petition screening. Makes referrals to other local and state facilities. Coordinates community mental health and chemical dependency services with other community and state resources.

***SUPERVISION RECEIVED:***

Works under general supervision of Human Services Specialist III and/or Program Manager.

***SUPERVISION EXERCISED:***

May provide some supervision and training to other staff or students.

**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 chemically dependent or people with emotional, or developmental disabilities.
- Administer psychological tests for definitive, diagnostic purposes.
- Provides primary counseling and case management for direct services in chemical dependency, family and child guidance counseling, marriage counseling, counseling for children and adults with mental illness, 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 with alleged mental illness or developmental disabilities, individuals with alcohol and/or drug addictions, individuals and/or families with emotional problems in connection with acute and chronic physical handicaps and illnesses, 24-hour emergency services to persons who

are a danger to themselves or others, or those who have overdosed on alcohol or other drugs.

- Receives training and provides Director's designee services as required.
- Participates in mental health and chemical dependency consultation to schools, juvenile department counselors, vocational counselors, community health nurses, law enforcement agencies, nursing homes, hospitals, and other community agencies or professional persons serving mentally and emotionally disturbed, developmentally disabled, and alcohol/drug abuse clients.
- Provides in-service training programs for other professional persons or facility staff who work with mentally and emotionally disturbed, developmentally disabled, or alcohol and drug abuse persons.
- Provides clinical supervision of QMHP, QMHA or CADC student interns and certified recovery mentors in accordance with Oregon Administrative Rules, licensing boards and County Policy, as necessary.
- Assists in program evaluation and research activities.
- Provides mental health and chemical dependency education and information to promote public interest and advocacy for services for people who are chemically dependent, and who have psychiatric, emotional and developmental disabilities.
- Maintains current records of treatment as required.
- Prepares necessary reports; performs other administrative tasks required by the program supervisor.
- Completes other duties as assigned.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Techniques of community mental health, developmental disabilities and chemical dependency services and relationship of mental health/chemical dependency disciplines to the field of community psychiatry.

#### **SKILL IN:**

- Interacting with mentally ill, developmentally disabled, and alcohol/drug addicted persons.
- General keyboarding and computers.
- Microsoft Windows environment inclusive of using Word, record keeping programs, general keyboarding, and other computer skills.
- Communicating effectively, both orally and in writing.

#### **ABILITY TO:**

- Understand the behavior of people under stress.
- 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 chemical dependency services.
- Prepare concise and complete client treatment and progress records.
- 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, and one year of experience as a Human Services Specialist I are required. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

Must qualify as QMHP, CADAC, or QMRP to work in respective fields. May require licensing.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. 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.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment, 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 of an office. 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.*