



WORKING TITLE: OCCUPATIONAL THERAPIST	CLASSIFICATION: HUMAN SERVICES SPECIALIST III
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: COMMUNITY SUPPORT SERVICES
PAY RANGE: OPEU 22	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8832
PPE: PER WORK LOCATION	REVISION DATE: OCTOBER 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. Part of a multidisciplinary team to provide evidence-based, recovery-oriented services to youth and adults with mental health challenges and their families.

SUPERVISION RECEIVED:

Works under general supervision of a Program Supervisor and/or 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 and II
- 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 substance use disorder or people with emotional, or developmental disabilities.
- Provides primary counseling and case management for direct services in substance use disorder; family and child guidance counseling; marriage counseling; counseling for children and adults with mental illness; and for formerly institutionalized clients upon their return to the community.
- Provides backup crisis and assessment services as needed.
- Makes determinations regarding filing for court commitment of cognitively challenged, alcohol or drug addicted clients; 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 who have overdosed on alcohol or other drugs, as necessary.

- Participates in training to 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 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 individuals with mental or emotional disturbances, developmental disabilities, or alcohol and drug abuse challenges.
- Assists in program evaluation and research activities.
- Provides behavioral health 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.

**SPECIFIC OCCUPATIONAL THERAPIST DUTIES AND RESPONSIBILITIES
INCLUDE BUT MAY NOT BE LIMITED TO THE FOLLOWING:**

1. Provides high fidelity treatment services per *Early Assessment and Support Alliance Practice Guidelines (EASA)*.
2. Collaborates with teammates as part of a transdisciplinary team, bringing open communication, creative ideas, and a problem-solving approach to team interactions and meetings.
3. Provides services in a community-based setting within the context of individual's natural environments.
4. Provides acute care coordination to notify staff on team when an EASA client has been hospitalized to ensure that enrollment, medications and MH service needs are met.
5. Provides individual and group Illness Management and Recovery services.
6. Provides OT Assessment, treatment and consultation for youth and adults with behavioral health disorders.

JOB SPECIFICATION

KNOWLEDGE OF:

- Techniques of community behavioral health, including mental health, developmental disabilities and substance use disorder services and relationship of mental health/chemical dependency disciplines to the field of community mental health.
- Occupational Therapy theory, assessment tools and interventions for individuals with behavioral health challenges.
- Concept of recovery and resiliency for individuals with mental health challenges.
- Professional ethics for behavioral health professionals.

SKILL IN:

- Interacting with individuals with mental illness, developmental disabilities, and/or substance use disorders.

- 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:

- Administer Occupational Therapy assessment tools, generate reports, and provide OT interventions.
- 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 substance use disorder services.
- Qualify for services to be billed through commercial insurance plans and Medicare in addition to Medicaid.
- Prepare concise and complete client treatment and progress reports.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

A Bachelor's degree in Occupational Therapy and possession of license or the ability to become licensed in the State of Oregon within one month of hire 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, CADC, or QMRP to work in respective fields.

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.

Must have an NPI number or be able to obtain one upon employment. Must not be excluded from participation in federal health care or federally funded programs that provide health benefits and must not be excluded from participation in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).

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. Work also involves travel to clients' homes and meetings. Incumbent may encounter frequent interruptions 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 in home or office environments 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.