

LINN COUNTY CLASSIFICATION

TITLE: MENTAL HEALTH ADMINISTRATIVE SUPERVISOR

NUMBER: 716

APPROVAL ORDER NUMBER: 2024-174

PAY RANGE: 18

DATE: MAY 28, 2024

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: This is a supervisory level Mental Health Associate classification. Employees in this classification provide administrative supervision and program guidance/adherence for the Assertive Community Treatment (ACT) program.

SUPERVISION RECEIVED: Works under the supervision of the Program Manager or the Manager's designee. A person in this classification is provided less clinical supervision and is expected to perform with a greater degree of independence. Work is reviewed and evaluated for effectiveness and adherence to established policies and objectives.

SUPERVISION EXERCISED: Supervision of employees in the Mental Health Associate classification and other employees as assigned is a responsibility of persons in this position.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Oversee the day-to-day operation of a service area, multiple service areas or other program entities within one of the department's program areas.
2. Provide leadership and represent the department at interagency habilitation staff meetings.
3. Provide education, technical assistance and consultation to other service providers.
4. Provide information to prospective clients and the general public about the services available through this department and by other community agencies.
5. Provide client services and complete documentation of the services provided in accordance with department policies and Oregon Administrative Rules. Provide support and leadership to a multi-disciplinary team.
6. Provide administrative supervision regarding policy, procedures, documentation, fidelity adherence and program oversight.
7. Participate in the selection of new personnel and assign duties, provide training, schedule leaves of absence, resolve grievances, evaluate performance, recommend personnel and manage staff coverage.
8. Support staff workload and management of productivity.

MENTAL HEALTH ADMINISTRATIVE SUPERVISOR

Page 2

9. Provide support, consultation and education to community partners and agencies.
10. Proficient with program development and complex report writing.
11. Train staff about evidence based practices and fidelity management.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the principles and practices of counseling. Knowledge of the principles and practices of community-based mental health services. Knowledge of crisis intervention techniques. Reasonable knowledge of psychological assessment procedures and standard test forms appropriate to the program. Knowledge of the functions and procedures of other health, social service and educational agencies. Some knowledge of the laws and Administrative Rules governing the services provided by the Department of Mental Health Services.

Ability to conduct assessment interviews and assist in the assessment by presenting the information to other staff. Ability to write clear and concise reports and client summaries. Ability to understand and interpret pertinent laws, Administrative Rules and regulations. Ability to quickly develop and maintain effective working relationships with department staff, the general public and sub-contract service providers. Must demonstrate strong initiative greater productivity and fully developed leadership abilities.

Knowledge of Assertive Community Treatment (ACT) program and Supported Employment fidelity programming, as well as, CHOICE Model expectations. Must be knowledgeable in assessment, engagement, group and individual treatment using evidenced-based practices including illness management and recovery, co-occurring mental health and substance abuse treatment and family psycho-education. Skilled in triaging, coordinating tasks and communication between providers, teams and agencies.

EXPERIENCE, EDUCATION AND TRAINING: Ten years of experience working with and guiding a multi-disciplinary team that support people with severe and persistent mental illness is required with Bachelor's degree preferred. Registered as a Qualified Mental

Health Associate (QMHA) with certification from the Mental Health and Addiction Certification Board of Oregon (MHACBO) is required. Four years in a leadership role or supervisory experience or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. Supervisory experience is recommended.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinical settings. Work may also involve travel to various community agencies, client homes and schools throughout the County. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the office, clinic, community, agency or school. Requirements include the ability to see, talk and hear; sit, stand, walk, bend and stoop; use hands to finger, handle or operate objects, tools including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.