



Job Description

General Information:

Common Job Title: Mental Health Services Consultant	Official Job Title: (HR to complete) Consultant, Mental Health Services
BGAS Code/Department: 12CON001 Shelter and Housing Services	FLSA Status: Non-exempt ¹²
Reports to: Shelter and Housing Services Program Supervisor	Type: Reg/ PT .125 FTE
Job Level: Level 12	Standard shift hours / Hrs per week: 2-3 hours per week; varying hours depending upon program needs
Revision Date: January 15, 2010	Eligible for benefits: No
Market Hiring Range: \$19.70-\$22.66 per hour	Job # 10-05

Essential Functions:

- Provide clinical supervision to the Mental Health Therapist in the implementation of treatment plans for youth in Mental Health Crisis and Respite care and transitional living services. Ensure compliance with OARs and Washington County Mental Health contract requirements
- Coordinate with Shelter and Housing Services Program Supervisor regarding the oversight of Mental Health Crisis and Respite services. Address concerns regarding file documentation and service delivery. Meet as needed and communicate as needed by phone and e-mail.
- Provide clinical consultation to Mental Health Therapist, program staff, and foster parents regarding youth in Mental Health Crisis and Respite care and transitional living services. Consultation may occur in-person, by phone, and/or by e-mail, and may pertain to crisis situations, determination of placements, and long-term treatment goals.
- Complete regular clinical supervisory reviews of Mental Health Crisis and Respite client files to ensure compliance with documentation requirements. This includes mental health assessments, treatment plans, and discharge criteria provided by referring agency, as well as progress notes from foster home placements.

¹ Note: An employee in a position which is otherwise exempt will be classified as non-exempt, and paid based on hours worked, if their annual salary is less than \$23,660.

² Note: An employee in a position which is otherwise exempt because of an executive exemption will be classified as non-exempt, and paid based on hours worked, if they supervise less than 2 FTE.



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- Provide quarterly foster parent trainings pertaining to mental health issues affecting youth in Mental Health Crisis and Respite Care. Design trainings to give foster parents the tools necessary to work effectively with youth who have mental health disorders.
- Develop and update clinical related policies and procedures as needed.

Qualifications and Job Requirements:

- **Job Knowledge:** Masters degree in Social Work or Counseling, Licensure in Clinical Social Work or Psychology (required for state licensing), and 4 years related experience. Demonstrated experience supervising clinical practices in setting serving at-risk youth. (Level 6)
- **Supervising:** Interprets and guides clinical aspects of mental health services for clients in care, requiring expertise in a specialized, high level professional position. Sole provider of LCSW clinical oversight for certain program(s) within the Agency. Provides oversight and supervision of clinical aspects of service delivery to Mental Health clients. Provides staff direction on the client assessments, and development and implementation of client service plans. Provides a monitoring function of related activities and coordinates with direct supervisor if issues arise. Develops standards and objectives with staff related to clinical practices. (Level 5)
- **Decision Making:** Decisions impact program services and carry some risk to the Agency. Decisions may have little precedent, involve interpretation of policy or standards, and require interaction and collaboration to solve problems. Creates a sense of confidence in decisions and information by gathering data and including appropriate persons or groups in planning, decision-making, implementing, and evaluating results. This position operates independently, and works in consultation with program supervisors. Must be able to provide appropriate services to people from diverse socio-economic, racial, ethnic and other cultural groups. (Level 5)
- **Interpersonal Skills/Interactions:** Interacts with both internal and external individuals and groups, with consequences for agency image. Interpersonal skills are a significant aspect of the job responsibilities, and skills must be highly refined. Interactions are regularly non-routine, complex, and require discussion or explanation. Interactions may be demanding or difficult. Position involves cooperation and ability to collaborate. Must be able to appropriately interact with people of the diverse socio-economic, racial, ethnic and other cultural groups. (Level 5)
- **Impact:** Position influences clinical practices. Will assist with development of programs which address the needs of the diverse socio-economic, racial, ethnic and other cultural groups served. Influences internal customer satisfaction regarding clinical service area. Responsible for maintaining a positive image and satisfaction with agency and agency services. (Level 4)



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Additional Skills & Abilities:

- **Must be a Licensed Mental Health Practitioner in the state of Oregon for a minimum of three years in order to meet supervision requirements. Official Transcripts and documentation of licensure must be provided.**
- Must have good written and oral communications skills.
- Knowledge of crisis intervention and case management services.
- Must be familiar and have experience working with a variety of client populations and cultures; preferably bi-lingual.

Valid driver's license, personal automobile liability insurance, and acceptable driving record

Physical Requirements and Work Environment: Level 1

- Office environment
- Some local travel required.
- Must have regular and predictable attendance during regular working hours in order to be available to staff for consultation regarding clinical issues.