

# LINN COUNTY CLASSIFICATION

**TITLE: MENTAL HEALTH ASSOCIATE 1**

**NUMBER: 755**

**APPROVAL ORDER NUMBER: 2024-264**

**PAY RANGE: 13**

**DATE: JULY 23, 2024**

**CATEGORY: SEIU**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform a variety of advanced paraprofessional mental health services; collect basic assessment on selected clients by collecting and compiling appropriate information. Assist in the development of client services including suggestions for appropriate individual rehabilitation and treatment plan components. Participate in care coordination and treatment team meetings by providing guidance and input.

SUPERVISION RECEIVED: Works under the general supervision of the Program Manager or a Supervisor in a higher classification. Work is reviewed for effectiveness and adherence to prescribed standards.

SUPERVISION EXERCISED: Supervision of other employees is not a regular responsibility of a person in this position. A person in this classification may assist in the job orientation of new personnel.

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. Collect basic assessment information on selected clients and record them on the clients' electronic medical record, including but not limited to, bio-psychosocial history, psychosocial stressors, suicide and other risk, activities of daily needs, environmental/community needs.
2. Assist in the development of individual rehabilitation plans and support skills development strategies.
3. Attend inter-agency and intra-agency care coordination meetings representing the Mental Health Department. Participate in transition planning as clinically indicated.
4. Able to work with clients to build upon strengths, utilizing a strength-based model of skill building that supports and encourages resiliency.
5. Able to identify appropriate referrals, resources and supports for clients.
6. Able to coordinate care, schedule activities/appointments, and treatment objectives.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. 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 community mental health services. Knowledge of crisis intervention techniques. Reasonable knowledge of psychological assessment procedures and standard test forms appropriate to the program area to which assigned. Knowledge of the functions and procedures of other health, social service and educational agencies. Knowledge of the laws and Oregon Administrative Rules (OAR) governing the services provided by the Department of Mental Health Services. Knowledge of Mental Health and Addiction Certification Board of Oregon (MHACBO) Code of Conduct, demonstrate cultural responsiveness and effective communication competencies.

Ability to understand and comprehend elements of an assessments. Understand general accepted standards of care and best practices for varied conditions. Ability to document progress toward goals. Understand treatment recommendations goals and objectives and understand quantifiable of 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, OAR's and regulations. Ability to quickly develop and maintain effective working relationships with department staff, the general public and sub-contract service providers. Ability to use Microsoft Office products and electronic health record as required by the position.

**EXPERIENCE, EDUCATION AND TRAINING:** Bachelor's Degree in psychology, social work, counseling or closely related behavior science field preferred; or four years of progressive experience in a mental health service program involving general client needs; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. Registration with the (MHACBO) as a Qualified Mental Health Associate-R (QMHA-R) or Qualified Mental Health Associate (QMHA) I within 30 days of employment. Must be able to be credentialed as a Qualified Mental Health Associate with all Medicaid insurances.

**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. Must be able to pass a criminal history check and not be on the Centers for Medicare and Medicaid Services (CMS) disqualified list.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is generally performed in an office environment under usual office working conditions. Work involves traveling all over Linn County including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Within the office, typical office environment noise levels exist with some telephones, personal interruptions, and background noise. In the performance of job duties, the

employee is required to remain in a stationary position most of the time and occasionally move to access and use office machinery or engage with other County employees and members of the public. Position requires regularly attending meetings for prolonged periods of time and frequently communicating with County employees and members of the public to exchange information. Position requires interacting and accommodating individuals experiencing communication barriers and behavioral support needs. Must occasionally lift and/or move up to thirty (30) pounds. Manual dexterity and coordination are required while operating equipment including, but not limited to, phone system and personal computer including word processing, spreadsheets and data base software; computerized record systems; copy and fax machines, calculator, computer keyboard, video display terminal and other related tools and equipment. Position requires the ability to operate a motor vehicle in order to travel between offices and in the community. Some out of County and overnight travel may be required for training. May be required to flex schedule in order to accommodate community members and complete work.