

JOB ANNOUNCEMENT

Central City Concern is a non-profit social service and housing agency whose mission is to provide pathways to self-sufficiency through active intervention in homelessness. CCC provides many services, such as chemical dependency treatment, employment services, housing, medical services, and other related services, to a diverse population. As an agency deeply rooted in recovery we have a keen interest in promoting and maintaining a Drug & Alcohol-Free Workplace. A drug and alcohol-free workplace is essential in supporting individuals in recovery, and in providing a safe, healthy, and productive environment for employees. As part of our policy and commitment to a drug and alcohol-free workplace we conduct post-offer, pre-employment drug screens.

TITLE: Mental Health Counselor, QMHP-100% - (ACT Team)
DEPARTMENT: Old Town Recovery Center
 Assertive Community Treatment Team
REPORTS TO: Clinical Supervisor – ACT
REPRESENTED: No
FLSA: Exempt
WAGE: \$43,680-\$56,784/year - DOE
SHIFT: Monday through Friday 8:30am to 5:00pm

SUMMARY: The Mental Health Counselor, QMHP works as a member of a multi-disciplinary team providing intensive case management and integrated dual diagnosis treatment. The team works to address all treatment needs, including crisis management, substance abuse treatment, medication management, physical health treatment, mental health treatment, accessing benefits and entitlements, accessing appropriate and affordable housing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Collect information regarding clients' history through a combination of interviewing, records review, and consultation, after obtaining written consent.
2. Conduct and document Mental Health Assessments, including mental status exam, DSM diagnosis, and clinical formulation.
3. Develop treatment plan with client.
4. Participate in outreach activities necessary to offer services and engage participation in a non-coercive manner. Escort clients to meetings and appointments as necessary.
5. Participate in evaluating clients for risk of harm & initiate Directors Custody transport holds when appropriate.
6. Participate in clinical staff meetings and case conferences with team members in order to utilize interdisciplinary expertise and facilitate individual treatment plans for clients;
7. Collaborate with Residential facilities, Adult Foster homes or other housing providers to provide necessary treatment services and coordinate residential and non-residential treatment and service planning.
8. Participate in admission and discharge planning for any client needing hospitalization or subacute level of care. Client contact must be made within one working day of admission.
9. Monitor and assure that the health and safety needs of clients are met.
10. Maintain client records using an electronic medical record. Must be documented as required by program standards and funding requirements including documentation of clinical interactions, behavioral health assessments & individual service plans.
11. Participate in the rotation of carrying after-hours pager and providing holiday coverage with other members of team/program.

12. Participate in regular supervision from the Clinical Supervisor, seeking additional supervision whenever necessary. Minimum requirement two hours of documented supervision per month.
13. Attend required meetings and trainings.
14. Adhere to all state and federal privacy regulations, including HIPAA and 42 CFR Part 2, and to CCC policies and agreements regarding confidentiality, privacy, and security. Support compliance with all privacy and security requirements pursuant to community partners' and outside providers' patient confidentiality agreements, including privacy and security requirements for EMR access. This includes immediate reporting of any PHI breach of CCC or outside provider health records to the CCC Legal and Quality departments, as well as to the program administrator.

DESCRIPTION OF OTHER DUTIES:

1. Conduct educational and therapeutic groups for clients, using approved curriculum.
2. Coordinate services with all members of client's support network.
3. Participate in quality assurance and quality improvement activities as directed.
4. Assist with the development of an integrated treatment program.
5. Perform other duties as assigned.

SKILLS AND ABILITIES:

1. Advanced knowledge and skills in counseling and assessment techniques with individuals and groups including assessing for risk of danger to self & others.
2. Ability to work effectively with peers, individual clients and groups.
3. Ability to work as a team member, remain flexible and to establish priorities.
4. Ability to apply principles learned to new situations.
5. Ability to work independently, manage time, prioritize the workload, problem-solve, and complete tasks in a timely manner. Ability to learn new skills.
6. Ability to display a non-judgmental attitude.
7. Knowledge of community and social service agencies.
8. Knowledge and skills in mental health treatment methods and crisis intervention.
9. Knowledge and skills in chemical dependency treatment methods and crisis intervention.
10. Sufficient manual dexterity and physical ability to perform assigned tasks.
11. Ability to communicate clearly and concisely both orally and in writing.
12. Ability to work in an environment where people may be hostile or abusive.
13. Ability to manage time and meet deadlines.
14. Ability to work courteously and effectively communicate with the general public, clients, medical personnel, corrections personnel, police, and co-workers.
15. Ability to maintain accurate records and necessary paperwork.
16. Knowledge of de-escalation methods or ability to be trained in de-escalation methods.
17. Ability to provide leadership.

MINIMUM QUALIFICATIONS:

1. Master's degree in a human services field and one year experience in mental health. Experience with severe and persistent mental illness (SPMI) preferred. Must meet State guidelines for QMHP.
2. Has the competencies necessary to:
 - a. Identify precipitating events;
 - b. Gather histories of mental, emotional and physical disabilities, alcohol and drug use, past mental health services and criminal justice contacts;
 - c. Assess family, social and work relationships
 - d. Conduct a mental status assessment
 - e. Document a multiaxial DSM diagnosis

- f. Write and implement or supervise implementation of a treatment plan
 - g. Conduct and document a mental health assessment
 - h. Provide mental health treatment and rehabilitative services within ones scope of practice.
3. Must meet CCC privileging requirements as required by FTCA.
 4. Bi-lingual (English/Spanish) preferred.
 5. Must become a certified Director's Custody designee in Multnomah County within the first 6 months of hire.
 6. If in recovery, must be able to document continuous abstinence under independent living conditions or recovery housing for the immediate past two years.
 7. Will be required to carry an agency cell phone for work use. Cell phone will be provided by Central City Concern.
 8. Must have reliable access to transportation for regular outreach activities. If using a vehicle for agency use: Must possess a current driver's license, access to a vehicle, qualify as an Acceptable Driver as designated in Central City Concern's Fleet Safety policy; pass an initial drivers training within 60 days of being an approved driver and continued recertification training; and maintain vehicle insurance coverage of a minimum of \$100,000/\$300,000 personal auto liability coverage.
 9. Must pass a pre-employment drug screen, TB Test, and background check. This includes clearance by the DHS Background Check Unit.
 10. Physical ability to bend, stoop, kneel, squat, twist, reach, pull and lift heavy objects.
 11. Must be able to climb stairs several times a day.
 12. Must adhere to agency's non-discrimination policies.
 13. Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, political affiliation, cultural backgrounds, life-styles and sexual orientations, and treat individuals with respect and dignity.

APPLICATION PROCEDURE:

Qualified applicants must submit a Central City Concern employment application, which can be obtained at www.centralcityconcern.org, as well as a Cover Letter and Resume to be considered for this position.

Apply by mail or in person at 232 NW 6th Avenue, Portland, OR 97209; by fax 503-445-8089. By email at jobs@cccconcern.org. Current CCC employees must submit an *Internal Employment Application*. More information at www.centralcityconcern.org. Any person needing reasonable accommodation in the application process should contact the Human Resources department.

Date Open: 10-20-15

Date Closed: 10-30-15

Reference # 16-36

EQUAL OPPORTUNITY EMPLOYER: All qualified applicants will receive consideration for employment without regard to protected veteran status, disability or any other protected status.