



CLASSIFICATION NO. 593
Revised: 6/83, 1/93, 12/07, 11/16, 11/23
FLSA: Exempt
EEO: 2

MENTAL HEALTH PROGRAM SUPERVISOR

CLASS CHARACTERISTICS

Under direction, to plan, organize and supervise a mental health program providing limited treatment services to clients; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Health, Housing & Human Services (H3S) provides a wide variety of services to individuals, families, and communities through its Divisions: Children, Family, and Community Connections, Public Health, Behavioral Health, Health Centers, Social Services, and Housing & Community Development.

The Mental Health Program Supervisor oversees the provision of mental and/or behavioral health services within a well-defined program serving a specific client population. Incumbents provide direct supervision to staff providing a range of direct services to mental health and/or substance use disorder clients. Services provided by direct care staff include (but are not limited to) therapy, case management, and/or care coordination.

The Mental Health Program Supervisor differs from the Clinic Operations Manager which is responsible for managing the direct provision of primary care, dental, and/or behavioral health services for a variety of programs and services. It also differs from a Mental Health Specialist 3, which is the highest level in the MHS series and acts as the lead clinician in specific treatment areas but does not have full supervisory responsibility.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Develops, supervises, and administers a behavioral health treatment program; coordinates services and activities with other division programs; determines program compliance with external requirements; recommends and implements changes as appropriate; participates in quality assurance and program improvement plans for assigned programs.
2. Supervises and coordinates program operations, which may include counseling, therapy, care coordination, case management and related treatment services; assigns caseloads and reviews client progress; assists with difficult treatment issues; audits clinical charts and treatment interventions and ensures delivery of services conforms to standards, policies, and legal guidelines.
3. Hires and supervises professional and paraprofessional staff to provide quality service to citizens; prepares performance evaluations; recommends and administers progressive

discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; provides clinical and/or administrative supervision for direct care staff.

4. Assists as requested in preparing program budgets and grant applications; monitors revenues and authorizes expenditures; manages grant funds.
5. Participates in community agencies, local task forces and advisory boards to promote program services and develop community resources; serves as liaison with public and private agencies, businesses, professional organizations, and community groups.
6. Resolves complaints in collaboration with clients and staff; reports results to internal complaint and grievance coordinator.
7. Provides direct services to consumers/clients as necessary.

Duties within Health Centers Behavioral Health clinics also include:

8. Provides licensure supervision for direct reports completing licensure requirements as established by contractual and/or statutory requirements.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Principles and practices of psychology, psychopathology and behavior modification, analysis and assessment; theories of normal and abnormal behavior; methods and techniques of individual and group counseling; evidence based practices and implementation of treatment interventions and protocols; principles of clinical ethics, confidentiality and privacy; community resources and referral sources; techniques of supervision; participative management theories; State of Oregon Mental Health Division Administrative Rules, Children's Services Division regulations and client process monitoring systems; principles and practices of public administration; case management methods; office equipment, including personal computers and software programs.

Skill to: Communicate effectively, both orally and in writing; apply social and psychological theories of behavior and personality to the treatment of difficult mental and emotional disorders and handicaps; diagnose, evaluate and implement treatment plans and monitor client progress toward established goals; analyze and evaluate social, psychological, and physical factors affecting clients and their families; treat clients and their families to enhance their social, psychological and physical functioning; prepare and deliver oral presentations to public and private groups; direct, train, evaluate and discipline supervisory and professional staff providing mental health services; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with County employees and the public; operate computer software and other office equipment; utilize computer programs and reporting formats; research, compile and analyze data and develop recommendations; interpret and apply federal, state and local legislation, rules and regulations affecting assigned program.

WORKING CONDITIONS

Incumbents work within programs serving a wide range of consumers with unique and complex needs that may include mental illness, substance use disorders, intellectual and developmental disabilities, and/or challenges with various social determinants of health (i.e., housing and food insecurity, etc.).

Some programs may require participation in 24 hour a day emergency program services.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Designation as a "Qualified Mental Health Professional" as established by the State of Oregon Mental Health Division.

ADDITIONAL DIVISION SPECIFIC REQUIREMENTS

HEALTH CENTERS DIVISION

- Possession of licensure granted by the State of Oregon to practice as a Clinical Psychologist, Licensed Clinical Social Worker, Licensed Professional Counselor, or Licensed Marriage and Family Therapist as established by contractual or statutory requirements.
- Must possess and maintain a Basic Life Support (BLS) certificate.

BEHAVIORAL HEALTH DIVISION

- Active registration with MHACBO or possession of qualifying licensure granted by the State of Oregon to practice as a Clinical Psychologist, Licensed Clinical Social Worker, Licensed Professional Counselor, or Licensed Marriage and Family Therapist.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

POST EMPLOYMENT REQUIREMENTS

Positions within the Behavioral Health Division must obtain a CPR/First Aid certificate within six (6) months of hire.