NOTICE OF POSITION OPENING

TITLE: Mental Health Services Supervisor

Are you an individual with a Masters Degree in Counseling, Social Work or other related field that is looking to use their behavioral health skills and mentor others? We are looking for an individual who is seeking an opportunity to provide mental health counseling and supervision in an agency that is progressive, established and is one of the best behavioral health agencies in the Northwest. We can provide you with a work setting that includes a supportive team approach, agency-paid training opportunities for evidenced-based practices, advanced licensing opportunities as well as a client-base that provides for a clinical experience working with a wide range of ages and cultural backgrounds. We work a 37.5 hour work week with a competitive annual salary based on experience. We also provide a solid benefit package including health, vision and dental insurance plus paid vacation and sick leave. We have an open position where the successful applicant will provide daily supervision over assigned counselors, case managers, and program aides in our Republic Office.

Successful applicants will need a Masters Degree in Counseling, Psychology, Social Work, or related field and 5 years experience working with mental ill persons. Licensed Mental Health Counselor, Social Worker, or Marriage/Family Therapist, and 2 years supervisory experience strongly preferred. Satisfactory criminal history backgrounds check results are a condition of employment.

This position is in Republic, WA which is located 123 miles North West of Spokane in the heart of the beautiful mountain setting of Ferry County. The City of Republic and Ferry County offers abundant outdoor recreational activities. The population of Ferry County is approximately 7300. This particular office provides behavioral healthcare outpatient treatment services for the residents of Ferry County.

A complete job description for the position is available at www.co.stevens.wa.us. If you have questions please contact John Moser at (509) 685-0629 or via e-mail: jmoser@co.stevens.wa.us.

APPLICATIONS: Submit cover letter, resume, and application to:

Human Resource Specialist, NEWACS
165 E. Hawthorne Colville WA 99114
Position open until filled:

STEVENS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER and A DRUG FREE WORKPLACE
NORTHEAST WASHINGTON ALLIANCE COUNSELING SERVICES

Job Description

PART A. IDENTIFICATION, DUTIES/RESPONSIBILITIES, AND TASK INVENTORY

1. Position Title
   Mental Health Services Supervisor-Republic

2. Type of position:
   [X] Salaried, regular.;  [ ] Salaried, part time (% FTE ____);
   [ ] Hourly, regular  [ ] Hourly, extra
   Fair Labor Standards Act Status: ☑ Exempt Position  ☐ Non-Exempt Position

3. Work address
   Street Address & City
   65 N. Keller
   Republic, WA 99166
   Phone
   509-775-3341

4. Name & Title of Supervisor
   Lynne Guhlke, Mental Health Clinical Director

5. Name of Employee

6. Agency Employee No.

7. What is the function or service of your work unit?
   The purpose of the Republic Mental Health Services Program is to provide assessment and behavioral healthcare treatment services to Ferry County consumers experiencing mental illness. The objective of the Program is to alleviate or reduce the impact of symptoms in order to restore emotional, cognitive, behavioral, and social well-being.

ESSENTIAL DUTIES/RESPONSIBILITIES

Provide a general statement of each major duty or responsibility you have and list the task(s) involved in accomplishing each one. Indicate the percent of time that is spent on each major duty or responsibility and the frequency of each.

FREQUENCY should be coded as follows:  D=Daily, W=Weekly, M=Monthly, Q=Quarterly, A=Annually, SA=Semi-annually

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<thead>
<tr>
<th>DUTY/RESPONSIBILITY NO.</th>
<th>Statement of duty/responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supervise the day-to-day operation functions of the Republic Mental Health Services program.</td>
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</table>

Tasks involved in fulfilling above duty/responsibility

1. Provide supervision to assigned clinical staff in the Republic Office. This includes conducting no less than monthly 1-hour individual clinical supervision with all supervisees.
2. Conduct annual performance reviews for all assigned supervisees.
3. Assist the Mental Health Clinical Director in the development of job descriptions for Republic Office Staff.
4. Conduct quality assurance reviews of consumer records to assure agency compliance with applicable laws and contracts.
5. Assure staff complete required paperwork and comply with all agency policies and procedures.
6. Assist Mental Health Clinical Director with development/implementation of evidence-supported treatment programs within the Republic Mental Health Services Program.
7. Assure compliance to evidence-supported treatments that are provided by assigned staff.
8. Oversee daily operations of the Republic Office to assure (a) office is adequately staffed during all regular office hours, (b) mental health services are available during all regular work hours and (c) Emergency Services (Crisis Services) are available 24-hours/day; 365-days/year in Ferry County.
9. In consultation with MH Clinical Director, problem-solve clinical, administrative, and personnel issues that arise on a daily basis to assure complete and professional mental health service delivery to the residents of Ferry County.
10. Serve as “point of contact” between local community and the Republic Mental Health Services Program/office.
11. Oversee “triage” and “resource management” functions to assure assignment of new cases to staff appropriate to needs of consumers, equalized distribution of cases to staff, and timely enrollment of consumers into services.
12. Keep Republic Office Staff informed of agency, program, and regulatory body changes and requirements.
13. Facilitate Unit Meetings.
15. Assume other appropriate duties as assigned by Mental Health Clinical Director.
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<thead>
<tr>
<th>DUTY/RESPONSIBILITY NO.</th>
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<th>Percent</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Provide mental health treatment services</td>
<td>70 %</td>
<td>DAILY (PRN)</td>
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Tasks involved in fulfilling above duty/responsibility
1. Conduct Mental Health Assessments for people of all ages to arrive at accurate DSM diagnoses, assess “medical necessity” for treatment, and treatment needs.
2. Provide evidence-based clinical interventions (Individual Services, Group Services, Family Services, etc.) for consumers of all ages with a wide variety of mental disorders.
3. Provide Case Management for a wide variety of consumers with mental illness in the agency, hospital, nursing homes, and the community. This to include:
   a. Assist consumers with resource acquisition for financial aid, housing, food, medications, etc.
   b. Assist with and teach skills of daily living such as shopping, cleaning, cooking, laundry, and other ADLs.
   c. Acquaint with available resources in the community.
   d. Assist consumers with keeping medical and mental health appointments, and transport when medically necessary.
   e. Assure appropriate communication between mental health, natural supports, and all other agencies/providers collaborating on the consumer’s care.
   f. Provide support/education to the consumer’s care givers.
4. Assess consumer needs and help them set and achieve short and long term goals.
5. Provide assistance, develop plan with other team members and natural supports to provide crisis intervention and stabilization in the community in lieu of hospitalization during times of crisis whenever possible.
6. Meet with consumers in location most suitable to helping consumers meet treatment needs and goals (including consumer’s home, NEWACS office, or other community settings).
7. Facilitate consumer groups.
8. Oversee and monitor consumer’s treatment plan.
10. Document all sessions and complete paperwork as required by agency, including progress notes, treatment plans, 180 Day Case Reviews, and Discharge Summaries in a timely manner and in accordance with agency policy. Use of “concurrent documentation” is expected whenever possible (i.e., MH Assessments, Progress Notes, Treatment Plans, etc.)
11. “Direct service” goal is 70% on an annual basis based on work hours per year (1950 per year minus 11 paid holidays, 12-sick days per year, annual vacation day accrual rate, and 2 hours per month for each employee you directly supervise).
12. Abide by all NEWACS policies and procedures and maintain the security of NEWACS Data Systems.
13. Other related duties as assigned by the Mental Health Clinical Director.

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</thead>
<tbody>
<tr>
<td>3</td>
<td>Attend agency meetings to participate in program decision making, i.e., policy, procedure and consumer care.</td>
<td>10%</td>
<td>DAILY</td>
</tr>
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Tasks involved in fulfilling above duty/responsibility
1. Assist executive and clinical directors with interactions between the agency and the Ferry County Mental Health Advisory Board.
2. Represent agency at community meetings regarding program policy and procedure.
3. Provide education to community groups and inter-agency consultation/technical assistance as needed.
4. Liaison with other community organizations to coordinate services and promote their understanding of agency services.
5. Attend inter-agency meetings for purposes of program planning, staffing of special needs consumers, and promoting mental health issues within the community.
6. Attend case conferences/staffing of consumers with team and supervisor.
7. Participate in staff meetings relevant to work assignment e.g., Management Team, Crisis Team, MH/CD Unit meetings, and “all staff” meetings.
8. Participate in individual supervision with Supervisor no less than once per month.
9. Coordinate care of co-occurring consumers with appropriate referrals to Chemical Dependency treatment.
10. Attend in-service trainings (internal & external) as needed to enhance professional skills or meet requirements of employer and/or certification.
DUTY/RESPONSIBILITY NO. 4

Statement of duty/responsibility

Provide crisis response services to county residents as needed

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<thead>
<tr>
<th>Percent</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>10%</td>
<td>PRN</td>
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Tasks involved in fulfilling above duty/responsibility
1. Assure continuous availability of Crisis Services and ITA services to the residents of Ferry County.
2. Supervise staff assigned to Ferry County in the provision of Crisis and ITA services.
3. Provide crisis response services, stabilization, and follow-up during regular office hours and after-hours/on-call as determined by needs of work unit (approximately 7 – 10 days per month)
   a. Provide “Crisis Mobile Outreach services” to stabilize emergencies or crises of a mental health nature and to resolve the crisis in the least restrictive manner possible. Utilize Face-to-face interventions whenever possible as it is believed that such intervention yields the best possible chance of resolving a crisis situation.
4. Collect information from the consumer and/or collateral sources such as is required by law, contract, and agency requirements at the time of an “un-enrolled” consumer’s “First Contact” with agency Crisis Services.
5. Coordinate voluntary admissions to psychiatric hospitals for consumers when appropriate and when the consumers are able to provide a “good faith” agreement to be admitted to the hospital on a voluntary basis.
6. Investigate situations in which a person, as the result of a mental disorder, is alleged to pose as significant likelihood of danger to self/others/property and/or to be gravely disabled.
7. When appropriate criteria are met under chapter 71.05 or 71.34, detain individuals to a State Certified Evaluation and Treatment facility.
8. Examine and evaluate under chapter 71.05 or 71.34 persons referred for evaluation on the basis of being accused of bringing a firearm onto school premises.

PERSONAL QUALIFICATIONS/CREDENTIALS

This information will be used to determine/validate minimum qualification requirements of the position. Provide the education level, degree(s), major area of study, certifications, and number of years experience.

1. Masters Degree in Counseling, Psychology, Social Work, or related Mental Health field required.
2. Certified as an Agency Affiliated Counselor with the WA. State Dept. of Health required; licensure as a Mental Health Counselor, Social Worker, or Marriage and Family Therapist strongly preferred;
3. Five years employment experience in mental healthcare;
4. Two years supervisory experience strongly preferred.
5. Additional training needed for DMHP (Designated Mental Health Professional) duties
6. Must have good written & oral communication skills and be able to complete administrative & clinical records. Computer literacy desirable – clinical software used.
7. Must have driver’s license, vehicle insurance, & able to use own vehicle if agency vehicle is not available.
8. Abstract of driving record for past three years required.
9. Satisfactory criminal history backgrounds check results are a condition of employment.
### PART B. SUPERVISORY RESPONSIBILITIES AND WORKING ENVIRONMENT

1. **RESPONSIBILITY FOR MANAGEMENT OF OTHER PERSONS**
   
   Individual's responsibility for management of other persons is: (check all that apply)
   - none
   - determines goals and objectives of work unit
   - divides total work load of the work unit into segments and determine who will perform each segment
   - completes a formal (written) evaluation of persons in the work unit
   - trains and/or motivates persons in the work unit
   - holds staff advisory position which does not lend itself to management of others

   **RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING PERSONS/POSITIONS**

<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASSIFICATION TITLE OF PERSON WHO IS SUPERVISED</th>
<th>FTE%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental Health Counselor</td>
<td>1.0</td>
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</tr>
<tr>
<td>Mental Health Counselor</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>Case Manager (BA)</td>
<td>1.0</td>
<td></td>
</tr>
</tbody>
</table>

   **INDIRECT SUPERVISION (see instructions)** Total number of positions indirectly supervised: 2

2. **HAZARDOUS WORKING CONDITIONS**
   
   Unusual or hazardous working conditions related to performance of duties:
   1. Danger of consumer assaults/violence.
   2. Exposure to Bloodborne Pathogens.
   3. Travel on winter roads.
   4. Exposure to traumatic incidents.
   5. Repetitive movements associated with keyboard work and other related job duties.

   Precautionary measures taken to avoid those unusual or hazardous working conditions:
   1. Police/staff presence PRN.
   2. Staff safety training.
   3. Advisories to 3rd party, e.g., 911.
   4. Ergonomic workstations.

   Frequency of occurrence of unusual or hazardous working conditions:
   _____ hours per day; or, _______ hours per week; or, other ---
   VARIABLE______

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All information on this Job Description is true and accurate and is a complete description of my duties and responsibilities.

Signature of Employee ___________________________ Date ______________

All information on this Job Description is true and accurate and is a complete description of the duties and responsibilities assigned to the position.

Supervisor's signature: ___________________________ Date ____________________________

All information on this Job Description is a true and accurate reflection of the duties and responsibilities assigned to the position in relation to the overall goals and objectives of the agency.

Signature of Agency Head or Designee: ___________________________ Date ____________________________