



YAMHILL COUNTY

CAREER OPPORTUNITY

Job #CS20-101



Recruitment closes **December 23, 2020 at 3:00 p.m.**

Supported Employment Specialist (HS Specialist I) Community Support Services

Salary: \$3924 - \$4504/month (DOE) with Excellent Benefits

Our Community

Yamhill County has approximately 109,000 residents and is a very desirable place to live in the heart of the Willamette Valley wine country. Yamhill County is home to Linfield University and Chemeketa Community College in McMinnville and George Fox University and Portland Community College in Newberg. Yamhill County is centrally located in the Willamette Valley, within close proximity to the Oregon Coast, the Portland and Salem metropolitan areas, and the Oregon Cascade Mountains. Wide varieties of indoor and outdoor recreation opportunities are available. We have the benefits, appeal and superior quality of life found in a small town community, while enjoying active social and cultural lifestyles found in larger metropolitan areas.



The Supported Employment Specialist

This is a regular, full time position for a Supported Employment Specialist (HS Specialist I) to work as part of the Community Support Services (CSS) program serving individuals with serious mental illness and/or co-occurring mental health and addictions challenges. The Supported Employment Specialist will work as part of a multi-disciplinary team to provide supported employment services for adults with serious mental illness (SMI) as outlined in the Individual Placement and Support model of employment services. Visit <https://osece.org/> to learn more about the model. For more information, please see the attached job description.

The Benefits

Health coverage - Group medical, dental, and vision insurance coverage is available for the entire family. For the 2020-2021 plan year, the County will pay 98% of the monthly premium and employees will pay 2% (\$34.89 per month) for the Base Plan. With this plan, employees are eligible for a \$100 a month contribution into an HRA VEBA account. Buy-up plans are also available.

Retirement - PERS (Public Employee Retirement System) contribution is 100% employer funded, which includes both contribution to PERS pension and IAP accounts (IAP contribution is 6% of salary).

Short-Term Disability – 100% County paid.

Life insurance - \$10,000 for employee/\$2,000 for spouse and children – 100% County Paid.

Vacation/Sick Leave - Flexible Earned Time (FET) is a combination of vacation and sick leave. To start, employees earn 13 hours per month and future accruals increase based on years of service. After a year of service and depending on FET balance, employees may sell-back up to 40 hours of FET per year.



The Qualifications

A bachelor's degree in a behavioral science field and at least 1 year of experience are required. A master's degree, or an appropriate combination of education and experience may be substituted for degree in achieving a variance for required education and service qualification, as determined by the State of Oregon. Must qualify as a QMHA and have an NPI number, or the ability to obtain one upon hire. A valid license to drive in Oregon is also required in addition to an acceptable driving record. Will be subject to successful completion of a background check.



The Candidate

The successful candidate will be dependable, organized, self-directed, detail-oriented, and have excellent communication skills, computer proficiency, and the ability to work in a team environment and to interact with co-workers, clients, and members of the public in a courteous, professional manner.

In order to qualify for most HHS positions, applicants:

- **Must not be excluded from participation in federal health care programs (Medicaid, Medicare, and other federally-funded programs that provide health benefits); and
- **Must not be excluded from participation in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).

Employees must be able to perform the essential functions of this classification with or without accommodation.

The Application Process

Please visit the Yamhill County website at www.co.yamhill.or.us/hr to download an application. You may submit your application by mail (US Postal Service), fax (503-434-7553), e-mail (employment@co.yamhill.or.us), or hand-delivery (535 NE 5th St., McMinnville OR 97128). Please contact our Human Resources Department at 503-474-4901 if you have any questions or need assistance or accommodation with any part of our application process.

Yamhill County is an Equal Employment Opportunity Employer and values diversity. All qualified applicants are encouraged to apply. A completed County application is required. Applicants are considered for employment based on their qualifications without regard to race, religion, gender, sexual orientation, national origin, age, marital or veteran status, medical condition or disability, or any other factor prohibited by law or regulation. Veterans are encouraged to apply. In order to receive Veterans' Preference Points, please be sure to submit the required Veterans Hiring Preference Form.



WORKING TITLE: SUPPORTED EMPLOYMENT SPECIALIST	CLASSIFICATION: HUMAN SERVICES SPECIALIST I
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: COMMUNITY SUPPORT SERVICES
PAY RANGE: OPEU 17	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIRMENTS: ATTACHED	WORKERS COMP CODE: 8832
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2015

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

This is an advanced classification, above the Human Service Associate (HSA). Performs a variety of tasks in support of program objectives. Responsible, as part of a multidisciplinary team, to provide supported employment services for adults with substance use disorders and/or co-occurring substance use and mental health disorders. Will provide mutual coverage for other staff in the illness management & recovery, supported employment, and vocational programs, on occasion.

SUPERVISION RECEIVED:

Works under general supervision of Human Services Specialist (HSS) II, HSS III, and/or Program Manager.

SUPERVISION EXERCISED:

May provide some supervision to Human Service Associates, Human Service Techs and/or students.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Participates in team/program staff meetings and business meetings as scheduled.
- Assists in program evaluation and research activities, as needed.
- Participates in regular supervision with Supervisor as scheduled
- Provides education and information to promote public interest and advocacy for services for people who are chemically dependent, and/or who have psychiatric, emotional and developmental disabilities, as needed.
- Maintains current records of treatment as required, including intake, individual support and service plans, plan updates, and summaries and progress reports according to agency standards for timelines.
- Prepares necessary reports; and other administrative tasks as required by the program supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES:

	Estimated Hours/Week	Description

	33	Provides high fidelity supported employment services per the <i>Supported Employment Fidelity Scale, 1/7/2008</i> .
	3	Prepares and completes required reports within specific timelines.
	3	Participate in team/program staff meetings and business meetings as scheduled.
	1	Performs other duties as assigned by the Program Manager.

JOB SPECIFICATION

KNOWLEDGE OF:

- Concept of recovery for individuals with substance use disorders (SUD).
- Models, tools and techniques to assist individuals with SUD obtain and maintain competitive employment.
- General mental health, co-occurring disorders and other issues related to people with SUD.
- Skill training interventions that support clients in achieving recovery goals.
- Mandatory reporting requirements and the appropriate levels of information to be shared.
- Confidentiality rules, especially those specific to program area.
- Policy, rules and regulations for program.
- Community and partner agencies and resources relevant to program.
- Impact of income on a client's benefits (e.g., SSDI, SSI, food stamps, housing subsidies)

SKILL IN:

- Assessing occupational functioning.
- Maintaining confidentiality rules, specific to program area.
- Effective communication, both orally and in writing.

ABILITY TO:

- Partner with consumers to creatively support them in attaining their recovery, wellness, and employment goals.
- Assess client's occupational functioning, and provide job search assistance and job retention services.
- Develop partnerships with employers by addressing their business needs through the hire of people with serious mental illness.
- Collaborate with chemically dependency and mental health case managers, psychiatrists, Office of Vocational Rehabilitation counselors, and other local community and State agencies.
- Provide work incentives planning so clients are informed about the impact of work, changes in work hours, and pay on benefits
- Track client's monthly earnings and report to Social Security.
- Assist/support clients in development of individual service and support plans.
- Write concisely and perform administrative tasks, including documenting via electronic medical record systems.
- Prepare concise and complete client treatment and progress records in a timely manner.
- Average at least 20 hours per week of billable service.
- Spend 65% of work hours in the community.
- Operate a motor vehicle and transport clients in a 15-passenger van.
- Interpret and apply laws and policies to specific problems related to program delivery.

- Operate in the Microsoft Windows environment inclusive of using Word, Excel, database management and record keeping programs, general keyboarding, and other computer skills.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

A bachelor's degree in a behavioral sciences field and at least 1 year of experience, OR a master's degree, OR an appropriate combination of education and experience which may be substituted for degree in achieving a variance for required education and service qualification, as determined by the State of Oregon are required.

Must qualify as a QMHA and demonstrate competence in the treatment of substance-use disorders. Must have an NPI number and DMAP number or be able to obtain one upon employment. Must not be excluded from participation in federal health care or federally funded programs that provide health benefits and must not be excluded from participation in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Successful completion of a background check is required.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of

experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.