



Changing lives
Building communities
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Central City Concern is a non-profit social service and housing agency whose mission is to provide comprehensive solutions to ending homelessness and achieving self-sufficiency. 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.

JOB ANNOUNCEMENT

TITLE: Mental Health Counselor, QMHP
DEPARTMENT: Old Town Recovery Center- Waitlist Reduction Team
REPRESENTED: No
REPORTS TO: Acute Services Program Manager
SHIFT: Monday through Friday, 9:00am – 5:00pm
SALARY: Depending on Experience

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. Participate in Outreach activities necessary to offer services and engage participation in a non-coercive manner. Escort clients to meetings and appointments as necessary.
2. Collect information regarding clients' history through a combination of interviewing, records review, and consultation, after obtaining written consent.
3. Conduct and document Mental Health Assessments, including mental status exam, DSM diagnosis, and clinical formulation.
4. Develop treatment plan with client.
5. Participate in clinical staff meetings and case conferences with team members in order to utilize interdisciplinary expertise and facilitate individual treatment plans for clients;
6. 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.
7. 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.
8. Monitor and assure that the health and safety needs of clients are met.
9. Maintain client records as required by program standards and funding requirements including documentation of clinical interactions, behavioral health assessments & individual service plans.
10. Attend required meetings and trainings.

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. Perform other duties as assigned.

SKILLS AND ABILITIES:



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1. Advanced knowledge and skills in counseling and assessment techniques with individuals and groups.
2. Ability to work effectively with peers, individual clients and groups.
3. Ability to work as a team member and to establish priorities.
4. Ability to apply principles learned to new situations.
5. 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 Behavioral Health field and one year experience in chemical dependency or mental health treatment
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 multi-axial 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 one's scope of practice
3. If a recovering chemically dependent person, must have 2 years of continuous sobriety as of date of employment.
4. Must pass a pre-employment drug screen, TB test and background check.
5. Physical ability to bend, stoop, kneel, squat, twist, reach, pull and lift heavy objects.
6. Must be able to climb stairs several times a day.
7. Must carry an agency issued cell phone.
9. 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. Must pass an initial driver's training within 60 days of being an approved driver and continued recertification training. Must maintain vehicle insurance coverage of a minimum of \$100,000/\$300,000 personal auto liability coverage.
11. Must adhere to agency's non-discrimination policies.
12. Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, cultural backgrounds, life-styles, and sexual orientations and



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treat each individual with respect and dignity.

APPLICATION PROCEDURE:

Qualified applicants **must** submit a Central City Concern employment application to be considered for this position which can be obtained at www.centralcityconcern.org. Applicants may include a cover letter and resume. Apply by mail or fax (503-445-8089), or in person at Central City Concern, 232 NW Sixth Avenue, Portland, OR 97209. Application email: jobs@ccconcern.org. Current CCC employees must submit an *Internal Employment Application*, available at the main office. More information at www.centralcityconcern.org.

Date Open: 1-23-12

Date Closed: 2-11-12

EQUAL OPPORTUNITY EMPLOYER

Reference # 12-17