



Changing lives  
Building communities  
Creating opportunities

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 – TEMPORARY  
**DEPARTMENT:** Old Town Recovery Center, Integrated Outpatient  
**REPRESENTED:** No  
**REPORTS TO:** Clinical Supervisor  
**SHIFT:** 20-30 hours per week, Flexible between the hours of 8:30am – 6:00pm  
**SALARY:** \$20.00 - \$25.00 per hour, Depending on experience

**SUMMARY:** The Mental Health Counselor, QMHP is a critical member of a multi-disciplinary team addressing treatment needs of severely mentally ill people; many with co-occurring disorders. The position is responsible for conducting mental health assessments, facilitating groups, coordinating integrated treatment and providing crisis management.

### **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 and treatment team.
4. Participate in clinical staff meetings and case conferences with team members in order to utilize interdisciplinary expertise and facilitate individual treatment plans for clients;
5. Conduct educational and therapeutic groups for clients, using approved curriculum.
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 sub-acute 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. Coordinate services with all members of client's support network.
10. Maintain client records as required by program standards and funding requirements including documentation of all clinical interactions.
11. Receive regular weekly supervision from the Team Lead, seeking additional supervision whenever necessary. Minimum requirement two hours of documented supervision per month.

### **DESCRIPTION OF OTHER DUTIES:**

1. Work as team members with staff in other parts of Old Town Recovery Center.
2. Facilitate groups as scheduled.
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. Demonstrates basic knowledge and skills in counseling 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. Demonstrated knowledge of community and social agencies.
8. Knowledge of chemical dependency and treatment methods.
9. Sufficient manual dexterity and physical ability to perform assigned tasks.
10. Ability to communicate clearly and concisely both orally and in writing.
11. Ability to manage time and meet deadlines.
12. Ability to understand and follow oral and written instructions.
13. Ability to establish and maintain cooperative working relationships with those contacted during the course of work.
14. Must be proficient in Microsoft Word and Excel

**MINIMUM QUALIFICATIONS:**

1. Master's degree in a human services field and one year experience in mental health and meet State ISSR guidelines for QMHP.
2. Has the competencies necessary to:
  - a. Demonstrate the ability to conduct an assessment, including identifying 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 5 axis DSM diagnosis
  - f. Write and implement or supervise implementation of an individual support service plan
  - g. Provide individual, family and group therapy within the scope of their training
  - h. Provide mental health treatment and rehabilitative services within ones scope of practice
3. If a recovering from a substance-use disorder, providing treatment services, or peer support service, in alcohol and other treatment programs, must be able to document continuous abstinence under independent living conditions, or recovery housing for the immediate past two years.
4. 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. Must pass an initial drivers 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.
5. Must pass a pre-employment drug screen, TB test and criminal background check.
6. Must adhere to agency's non-discrimination policies.
7. Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, political affiliations, cultural backgrounds, life-styles, and sexual orientations and 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](http://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](mailto:jobs@ccconcern.org). Current CCC employees must submit an *Internal Employment Application*, available at the main office. More information at [www.centralcityconcern.org](http://www.centralcityconcern.org).

Date Open: 2-1-12

Date Closed: 2-11-12

**EQUAL OPPORTUNITY EMPLOYER**

Reference # 12-21