

**COLUMBIA COMMUNITY MENTAL HEALTH**

*Columbia Community Mental Health is a drug-free workplace*

**JOB POSTING**

February 15<sup>th</sup>, 2018

**Please submit cover letter, application and resume for OPEN positions only**

**OPEN POSITIONS**

<b>POSTED</b>	<b>DEPT.</b>	<b>POSITION</b>	<b>STATUS</b>	<b>SALARY</b>
1/22/18	A&D Residential/Detox Psych Rehab	Community Support Specialist	On-Call	\$12.84 - \$18.19 Hourly
9/15/17	Outpatient Mental Health	Mental Health Counselor III/ Mobile Crisis Supervisor- <i>sign on bonus</i>	FT	\$44,777 - \$58,735 Annual
10/18/17	Outpatient Mental Health	Mental Health Counselor III – Clinical Supervisor – <i>sign on bonus</i>	FT	\$44,777 - \$58,735 Annual
11/30/17	A&D Residential/Detox	Registered Nurse	On Call	\$29.36 - \$42.37 Hourly
12/15/17	A&D	Addictions Counselor II– Residential - <i>sign on bonus</i>	FT	\$40,515 - \$52,992 Annual
12/21/17	A&D	Addictions Counselor II – Outpatient - <i>sign on bonus</i>	FT	\$40,515 - \$52,992 Annual
1/22/18	DD	DD Service Coordinator Assistant	FT	\$16.01 - \$21.43 Hourly
1/22/18	OPMH	Medical Assistant	FT	\$16.01 - \$21.43 Hourly
1/25/18	A&D	Community Support Specialist	FT	\$11.84 - \$17.19 Hourly
1/26/18	Outpatient Mental Health	Mental Health Counselor II	FT	\$40,515 - \$52,992 Annual
2/1/18	OPMH	Admissions Specialist I	FT	\$11.84 – \$17.19 Hourly
2/1/18	OPMH	Administrative Assistant	FT	\$16.01 - \$21.43 Hourly
2/8/18	Psych Rehab	Medical Assistant	FT	\$16.01 - \$21.43 Hourly
2/8/18	Psych Rehab	Mental Health Counselor II – ACT Team Member	FT	\$40,515 - \$52,992 Annual
2/8/18	A&D Residential	Registered Nurse – A/D Detox Residential – <i>sign on bonus</i>	FT-36	\$56,959 - \$79,326 Annual
2/13/18	Psych Rehab	Registered Nurse – Psychiatric Residential Treatment Facilities – <i>sign on bonus</i>	FT	\$60,066 - \$88,141 Annual
2/15/18	OPMH	Mental Health Counselor II – Crisis Clinician – <i>sign on bonus</i>	FT	\$40,515 - \$52,992 Annual
2/15/18	Admin	Transitions of Care Manager – <i>sign on bonus</i>	FT	\$44,515 - \$58,735 Annual
2/15/18	Admin	Executive Assistant/Credentialer	FT	\$20.26 - \$26.50 Hourly
2/15/18	Admin	Human Resource Assistant	FT	\$16.01 - \$18.75 Hourly

2/15/18	OPMH	Mental Health Counselor II – School Based Counseling Services	FT	\$40,515 - \$52,992 Annual
2/15/18	OPMH	Medical Assistant	On Call	\$16.01 - \$21.43 Hourly

**Listings: \*Internal Candidates Only\***

**\*\*Employee Referral Program – Effective 2/6/2018, all posted open positions, from this date forward, are eligible for the Employee Referral Program until further notice**

**POSITIONS BELOW ARE PENDED OR INTERVIEWS ARE BEING CONDUCTED:**  
**(NO applications accepted for positions listed below)**

POSTED – PENDING	DEPT.	POSITION	STATUS	SALARY
12/4/17 2/12/17	OPMH	Mental Health Counselor II/Mobile Crisis Clinician	FT	\$40,515 - \$52,992 Annual
1/18/18	Admin	Medical Records Specialist	FT	\$13.35 - \$18.75 Hourly

## **Mental Health Counselor II – FT**

Columbia Community Mental Health, a progressive Behavioral Health Center, located between Portland and the beautiful Oregon Coast, is looking for a Mental Health Counselor II ACT member for our Psychiatric Rehabilitation Department. This position provides therapeutic services to adults diagnosed with serious mental health issues.

Job duties include but are not limited to:

1. Assessments/Evaluations
2. Treatment Planning
3. Case Management
4. Individual/group training skills
5. Serving as a member of the ACT On Call and/or after hours Psychiatric Rehabilitation Crisis Team

Required Qualifications:

1. Master's Degree in Psychology, Counseling Psychology, Social Work or related field from an accredited college
2. Three years related work experience

Preferred Qualifications:

1. Assertive Community Treatment experience
2. CADC or ability to obtain within one year of hire

Candidate must be able to pass drug screening and criminal background check. Candidate must have a valid driver's license, proof of current auto insurance and ability to be agency insured. Successful candidate must be committed to working with diverse community populations.

This position may qualify for the Loan Forgiveness Program and CCMH is an NHSC (National Health Service Corps) approved site.

Applications will be accepted until position is filled or closed.

## **Registered Nurse – Psychiatric Residential Treatment Facilities**

**\*THIS POSITION IS ELIGIBLE FOR 10% SIGN ON BONUS\***

Columbia Community Mental Health is seeking a Full Time RN.

This position is Monday -- Friday, 8am -- 5pm. Successful candidate will provide services to adults diagnosed with serious mental illness who reside within our psychiatric residential facilities and community. Current Oregon license required. Psychiatric nursing experience preferred. Experience in social work, public health and/or case management is highly desired.

CCMH is a progressive organization dedicated to quality care for consumers. We provide a positive organizational culture and desire staff who are team players and have a passion for the consumers we serve.

Candidate must be able to pass drug screening and criminal background check. Candidate must have a valid driver license, proof of current auto insurance and ability to be agency insured (DMV check required). Successful candidate must be committed to working with diverse community populations.

Applications will be accepted until position is filled or closed.

CCMH is an NHSC (National Health Service Corps) approved site

## **Medical Assistant – FT**

Columbia Community Mental Health, a progressive Behavioral Health Center, located between Portland and the beautiful Oregon Coast, is looking for a Certified Medical Assistant to join our Psychiatric Rehabilitation Outpatient Department.

CCMH is expanding services to provide whole health care and quality services to individuals with behavioral health and addictions challenges.

Duties for this position include but are not limited to:

1. Health Assessments
2. Monitor Medication effectiveness/side effects
3. Periodic AIMS testing
4. Medication/symptom management
5. Initial screening of health evaluation forms
6. Provide support services to LMPs
7. Review/assist consumers with prescription renewals

High school diploma required; Certified Medical Assistant Certification required or ability to obtain within 6 months of hire; (certifications through AAMA and AMT accepted) experience and/or knowledge of mental illness and addictions preferred.

Candidates should be flexible, enjoy and have fun working with both clients and staff and must work well in a fast paced environment. Successful candidates must be able to pass drug screening and criminal background check. Candidate must have a valid driver license, proof of current auto insurance and ability to be agency insured (DMV check required).

CCMH is an NHSC (National Health Service Corps) approved site.

Successful candidate must be committed to working with diverse community populations.

## **Community Support Specialist – On-Call**

Columbia Community Mental Health has **several** positions available for On Call Community Support Specialists for our A&D Residential/Detox treatment facility & Psychiatric Residential Treatment facilities.

Successful candidates should enjoy working with people; have skills to assist clients with daily living needs (including medication distribution), transportation and recreational activities. Candidates must have the ability to remain calm in high stress & crisis situations; **ability to understand personal boundaries and how boundaries impact treatment**; experience in nutritionally balanced meal preparation for up to 16 is required; cleaning is required.

Must have a valid driver's license, proof of current auto insurance and ability to be agency insured. (DMV check required) Must be able to pass drug screening & criminal history background check. High School diploma or equivalent is preferred. Successful candidates must be committed to working with diverse community populations.

On Call pay range reflects a \$1.00 per hour differential – Graveyard shifts have an additional .80 cent differential.

Applications will be accepted until position is filled or closed.

## **OPMH Administrative Assistant – FT**

CCMH has an immediate opening for an Administrative Assistant to join the team of our OPMH Department.

This position will be responsible for providing administrative support to the Program Manager; organizing/monitoring all aspects of service authorizations; basic office functions and non-clinical operations of the department.

Specific duties include, but are not limited to: Supporting Program Manager through administrative tasks such as formatting reports and creating forms; general clerical duties; assist Program Coordinator with contract management; maintain clinical tracking system; assist with the hiring/training process for OPMH Department; manage client authorization submissions, invoices and payments for OPMH services; coordinate staff meetings (room scheduling, creating agendas, recording notes); coordinate referrals to OPMH services; manage department database information and organize folders; maintain room reservations; update archived information.

Successful candidates must have ability to work from a strengths-based and collaborative approach with all staff and community partners; Possess strong ability to multi-task and stay organized; Have proficient working knowledge of Microsoft products such as Excel, Word and Outlook; Ability to work comfortably in an Electronic Health Record System.

### **Required Qualifications:**

1. Bachelor's Degree
2. Three years combined experience in billing, administrative & human services

Candidate must be able to pass drug screening and criminal background check. Candidate must have a valid driver's license, proof of current auto insurance and ability to be agency insured. Successful candidate must be committed to working with diverse community populations.

Applications will be accepted until position is filled or closed.

## **DD Service Coordinator Assistant – FT**

CCMH is currently seeking a Full Time Service Coordinator Assistant for our Developmental Disability Department.

This position will provide assistance to the service coordinators and case management services to individuals with developmental disabilities in Columbia County. Duties include but are not limited to: assist in maintenance of client records; assist with coordination/monitoring of various client services; assist with completing various reporting, data and financial forms; assist service coordinator with home visits as necessary and appropriate.

Successful candidate should have knowledge of DD services, programs and case management activities; ability to communicate and interact with individuals, significant others and subcontracted providers in a positive and professional manner; ability and willingness to follow instructions, work independently and within a team setting.

### **Required Qualifications:**

- 1) High School Diploma or equivalency

### **Preferred Qualifications:**

- 1) Associates of Art or college level education with one year clerical experience
- 2) Experience with database, payroll software, Microsoft Office products
- 3) Previous experience working with DD population.

Candidate must be able to pass drug screening and criminal background check. Candidate must have a valid driver's license, proof of current auto insurance and ability to be agency insured. Successful candidate must be committed to working with diverse community populations.

Applications will be accepted until position is filled or closed.

## **Medical Records Specialist – FT – Position is pending for Interviews**

Columbia Community Mental Health is currently seeking an enthusiastic, dynamic individual to join our front office team as the Medical Records Specialist. This is a full time, hourly position that will be responsible for all medical records functions for the agency. Duties for this position include, but are not limited to: tracking incoming/outgoing records; retrieval/storage of records; delivery/pick up of charts as needed; accurate filling of clinic/billing documents; respond to internal/external medical record requests.

### **Required qualifications include:**

- 1) High School Diploma or equivalent
- 2) Ability to work with a team as well as independently
- 3) Ability to take direction from multiple departments
- 4) Knowledge/use of general office equipment, computer systems
- 5) Knowledge/understanding of HIPAA regulations
- 6) Excellence in time management skills
- 7) Ability to occasionally lift up to 40lbs

### **Preferred qualifications include:**

- 1) Knowledge of medical and psychiatric terminology
- 2) Experience/training in public and consumer relations
- 3) Medical Assistant Certification

Candidate must be able to pass drug screening and criminal background check. Candidate must have a valid driver's license, proof of current auto insurance and ability to be agency insured (DMV check required).

Successful candidate must be committed to working with diverse community populations –

Applications accepted until position is filled or closed.

## **Community Support Specialist – FT**

Columbia Community Mental Health has an immediate opening for a FT, 36 hour Community Support Specialists at our A&D Residential/Detox treatment facility. This position is graveyard, Tuesday – Thursday.

Successful candidates should enjoy working with people; have skills to assist clients with daily living needs (including medication distribution), transportation and recreational activities. Candidates must have the ability to remain calm in high stress & crisis situations; **ability to understand personal boundaries and how boundaries impact treatment**; experience in nutritionally balanced meal preparation for up to 16 is required; cleaning is required.

Must have a valid driver's license, proof of current auto insurance and ability to be agency insured. (DMV check required) Must be able to pass drug screening & criminal history background check. High School diploma or equivalent is preferred. Successful candidates must be committed to working with diverse community populations.

Graveyard shifts have an additional .80 cent differential.

Applications will be accepted until position is filled or closed.

## **Medical Assistant – FT**

Columbia Community Mental Health, a progressive Behavioral Health Center, located between Portland and the beautiful Oregon Coast, is looking for a Certified Medical Assistant or LPN to join our Outpatient Mental Health team. Candidates with credentials to enter/receive verbal orders will be considered.

CCMH is expanding services to provide whole health care and quality services to individuals with behavioral health and addictions challenges.

Job duties include but are not limited to:

1. Work closely with front office staff and treatment team to promote smooth clinic operations
2. Build relationships with clients and provide an excellent clinic experience
3. Room clients, take vitals, track BMI
4. Gather all necessary records and documents are prior to intake appointments and post-hospitalization follow-ups
5. Manage refill requests per clinic protocol
6. Update allergies, medication lists, and external providers in the electronic health record
7. Assist with referrals and medical records requests generated by psychiatric providers.
8. Attend consultation meetings with the care team.
9. Facilitate communication between providers on the internal and external care team.
10. Take messages for LMPs and return calls per RN or psychiatric provider direction.
11. Assist clients with telehealth services.
12. Administer injections

High school diploma required; Completion of accredited Medical Assistant or LPN program required – We will support medical assistants to become certified through AAMA or AMT within 6 months of hire; experience and/or knowledge of mental illness and addictions preferred.

Candidates should be flexible, enjoy and have fun working with both clients and staff and must work well in a fast paced environment. Successful candidates must be able to pass drug screening and criminal background check. Candidate must have a valid driver license, proof of current auto insurance and ability to be agency insured (DMV check required).

Successful candidate must be committed to working with diverse community populations.

CCMH is an NHSC (National Health Service Corps) approved site.

## **Addictions Counselor II– Residential**

**\*\*THIS POSITION IS ELIGIBLE FOR 10% SIGN ON BONUS\*\***

CCMH has an immediate opening for a dynamic individual to join the team at Pathways, our A&D Residential Treatment Facility.

This position functions in a Team-based environment, providing services including assessments, evaluations, treatment plans, case management and various therapy groups as needed. Successful candidate will have knowledge of the chemical dependency process in adults, adolescents and families along with skills in assessment, diagnosis, treatment and education.

### **Minimum Required Qualifications:**

1. Master's Degree in Psychology, Rehabilitation, Social Work or other Social Science with focus on chemical dependency
2. CADC I

### **Preferred Qualifications:**

1. CADC II or proof of approved application submitted to ACCBO
2. Previous experience working with criminal justice clients in a treatment setting

Candidate must have valid driver license, proof of current auto insurance and have the ability to be agency insured (DMV check required) Candidate must be able to pass criminal background check and drug screening. Successful Candidate must be committed to working with diverse community populations. Applications will be accepted until position is filled or closed.

## **Mental Health Counselor III/Clinical Supervisor – FT**

**\*\*THIS POSITION IS ELIGIBLE FOR 10% SIGN ON BONUS\*\***

Columbia Community Mental Health (CCMH) is currently seeking a Full Time Clinical Supervisor/MHC III for our Outpatient Department.

Successful candidate will provide ½ time clinical supervision to QMHA/QMHP and graduate level interns, and ½ time direct care therapeutic services, and crisis response to children, adults and families. Additional duties include assessment and diagnosis, treatment planning and case management.

### **Minimum required qualifications:**

- 1) Masters in a human services related field;
- 2) **LCSW or LPC Licensure (LCSW Preferred)**;
- 3) Three year's work related experience;
- 4) Previous supervisory experience;
- 5) Possess or ability to obtain required (30 hours) course certification to supervise toward licensure.(Flexible scheduling may be possible, four 10 hour days)

Candidate must be able to pass drug screening and criminal background check. Candidate must have a valid driver license, proof of current auto insurance and ability to be agency insured (DMV check required). Successful candidate must be committed to working with diverse community populations.

This position may qualify for the Loan Forgiveness Program and CCMH is an NHSC (National Health Service Corps) approved site. Applications will be accepted until position is filled or closed.



## **Mental Health Counselor III/Mobile Crisis Supervisor – FT**

**\*\*THIS POSITION IS ELIGIBLE FOR 10% SIGN ON BONUS\*\***

Columbia Community Mental Health is currently seeking a full time MHC III/Mobile Crisis Supervisor.

Columbia Community Mental Health provides comprehensive behavioral health services to the rural communities of Columbia County, Oregon. Our main office is located in St. Helens, Oregon – a beautiful drive from downtown Portland along the scenic Columbia River Hwy. Our agency is experiencing a period of growth, opening new programs and serving a larger population as more families gain access to insurance. This position will be responsible for coordinating Mobile Crisis staff, policies/procedures, orientation to the agency & department and coordination of the Mobile Crisis Team with Law Enforcement agencies. The Crisis Supervisor will also provide direct crisis services to adults, children, adolescents and families with mental health or chemical dependency problems.

**Minimum Required Qualifications Include:** 1) Masters Degree in Psychology, Counseling Psychology, Social Work or related field from an accredited college; 2) Minimum of 3 years work related experience; 3) License and ability to supervise toward licensure.

Candidate must have valid driver license, proof of current auto insurance and have the ability to be agency insured (DMV check required) Candidate must be able to pass criminal background check and drug screening. Successful Candidate must be committed to working with diverse community populations.

This position may qualify for the Loan Forgiveness Program. CCMH is an NHSC (National Health Service Corps) approved site.

Applications will be accepted until position is filled or closed.

## **Admissions Specialist I – FT**

Columbia Community Mental Health is seeking a dynamic individual to join our front office team. The Admission Specialist position is full time, Monday – Friday and may require evening work until 7pm.

Duties include but are not limited to: receiving clients/visitors; performing financial intakes; scheduling appointments for clients and clinical staff; data entry and preparation of referral paperwork; verifying/obtaining insurance and copay information.

**Minimum required qualifications include:**

- 1) High school diploma or equivalent;
- 2) Previous experience in general office and reception;
- 3) Experience with Microsoft Word & Excel and ability to use a variety of office equipment.

**Preferred qualifications:**

- 1) Experience working in confidential environments, managed care and medical records.

Successful candidate must have the ability to work well under pressure and maintain a calm and professional attitude during high stress situations.

Applicant must be able to pass drug screening and criminal background check; must have valid driver license, proof of current auto insurance and have ability to be agency insured (DMV check required) Successful candidate must be committed to working with diverse community populations.

## **Registered Nurse – On Call & FT**

CCMH is currently seeking 1 On Call and 1 FT Registered Nurse – FT position is 3, 12-hour day shifts, Monday, Tuesday and Thursday. **FULL TIME POSITION IS ELIGIBLE FOR 10% SIGN ON BONUS**

Columbia Community Mental Health is a progressive, client centered behavioral health facility and part of the Columbia Pacific CCO. CCMH is located NW of Portland in beautiful St. Helens, ideally between a metropolitan area and the coast. CCMH has an immediate opening for an On Call Registered Nurse for our Detox Center, Bridge to Pathways that is part of Columbia Community Mental Health, and serves the CCO region.

The Registered Nurse position is a critical part of our detox and clinical treatment teams where collaboration and multi-disciplinary teams of medical and clinical professionals will provide quality and compassionate care for substance-dependent clients and clients with co-occurring disorders. Candidate must be able to pass drug screening and criminal background check. Successful candidate must be committed to working with diverse community populations.

Essential functions for the Registered Nurses include but is not limited to:

- \*Daily brief assessment of alcohol and drug- dependent clients.
- \*Administer medication as prescribed by a physician.
- \*Provide quality care to substance dependent and dually disordered patients and consult with medical/clinical teams.
- \*Administer and review PPD tests.
- \*Ensure referral for lab analysis and evaluation of results.
- \*Provide client health education in individual and group settings.
- \*For opiate replacement therapy clients, work with Physician to review, document and implement medication changes based on verbal order.

Requirements for this position include:

- \*Current, unencumbered Oregon license as an RN.
- \*Valid driver license, proof of current auto insurance and the ability to be agency insured (DMV check required).

## **Mental Health Counselor II – FT**

CCMH is currently seeking a Full Time MHC II for our Outpatient Mental Health Department. This position provides therapeutic services to adults, children, adolescents and families with mental health or chemical dependency problems.

Duties include but are not limited to: Assessments/evaluations; treatment planning; individual/group/family therapy; crisis/intake services; skills training/case management. Successful candidate should have knowledge of age related development/human behavior, mental illness and chemical dependency in children/adolescents/adults and families; skills in psycho diagnosis/treating related issues.

### **Required qualifications:**

1. Master's Degree in Psychology, Counseling Psychology, Social work or related field from an accredited college;
2. Minimum three years' experience.

Candidate must be able to pass drug screening and criminal background check. Candidate must have a valid driver's license, proof of current auto insurance and ability to be agency insured (DMV check required).

Successful candidate must be committed to working with diverse community populations.

Bilingual candidates encouraged to apply. CCMH is an NHSC (National Health Service Corps) approved site.

This position may qualify for the Loan Forgiveness Program.

Applications will be accepted until position is filled or closed.

## **Addictions Counselor II – Outpatient**

**\*\*THIS POSITION IS ELIGIBLE FOR 10% SIGN ON BONUS\*\***

CCMH has an immediate opening for a dynamic individual to join our A&D Outpatient team. The Addictions Counselor II is responsible for providing therapeutic and dual diagnosis services to chemically dependent individuals and their families through our A&D Outpatient Program.

Duties include but are not limited to:

1. Assess/evaluate substance abuse & mental health of individual using ASAM and DSMIV criteria
2. Case manage clients in residential and outpatient levels of care
3. Provide treatment planning in conjunction with input from referents and/or family members
4. Conduct individual, group, and family therapy
5. Provide Addictions, mental health and dual diagnosis education
6. Provide consultation, information and referral

Minimum Required Qualifications:

1. Master's Degree in Psychology, Rehabilitation, Social Work or other Social Science with a strong addictions focus
2. CADC I
3. Previous work experience in outpatient setting

Preferred Qualifications:

1. CADC II or proof of approved application submitted to ACCBO

Candidate must have valid driver license, proof of current auto insurance and have the ability to be agency insured (DMV check required) Candidate must be able to pass criminal background check and drug screening. Successful Candidate must be committed to working with diverse community populations.

Applications will be accepted until position is filled or closed.

## **Mental Health Counselor II – School Based Counseling Services**

CCMH is currently seeking a Full Time MHC II for our Outpatient Mental Health Department. This position provides therapeutic services to adults, children, adolescents and families with mental health or chemical dependency problems.

Duties include but are not limited to: Assessments/evaluations; treatment planning; individual/group/family therapy; crisis/intake services; skills training/case management. Successful candidate should have knowledge of age related development/human behavior, mental illness and chemical dependency in children/adolescents/adults and families; skills in psycho diagnosis/treating related issues; participation in our school-based counseling services.

Required qualifications:

1. Master's Degree in Psychology, Counseling Psychology, Social work or related field from an accredited college
2. Minimum three years' experience

Candidate must be able to pass drug screening and criminal background check. Candidate must have a valid driver's license, proof of current auto insurance and ability to be agency insured (DMV check required). Successful candidate must be committed to working with diverse community populations.

Applications will be accepted until position is filled or closed. This position may qualify for the Loan Forgiveness Program. CCMH is an NHSC (National Health Service Corps) approved site.

## **Transitions of Care Manager**

**\*\*THIS POSITION IS ELIGIBLE FOR 10% SIGN ON BONUS\*\***

Columbia Community Mental Health is a progressive, client centered behavioral health facility and part of the Columbia Pacific CCO. CCMH is located NW of Portland in beautiful St. Helens, ideally between a metropolitan area and the coast. CCMH is expanding services to provide whole health care and quality services to individuals with behavioral health and addictions challenges.

Currently, we are seeking a dynamic individual to fill the role of Transitions of Care Manager. This position will be responsible for supervising the Agency's efforts to facilitate cohesive transitions of care for clients as they move between different care systems.

### **Principle duties include but are not limited to:**

1. Participation in county-wide planning meetings and case consultation for high utilizing clients along with participation in planning meetings to reduce barriers to collaboration with community healthcare partners
2. Tracking/reporting of State, GOBHI and CCBHC metrics regarding transitions of care and follow-up
3. Participants in/informs quality improvement projects in order to meet metrics
4. Partners with nearby hospitals and develops formalized processes and agreements for care coordination and reviews/updates agreements regularly with mutually agreed upon content
5. Coordinate smooth transitions by assuring all barriers to follow-up have been addressed and all care plan information gets to the right providers in timely manner
6. Responsible for CCMH staff accountability for transition of care roles and responsibilities

### **Minimum Required Qualifications:**

1. Master's Degree in healthcare field
2. LPC, LCSW or RN license
3. Extensive knowledge of case management principles, healthcare management and reimbursement
4. Knowledge/experience with continuum care options in both mental/physical health domains with emphasis on service delivery options for the aged and disabled

Preference will be given to candidate with experience navigating different needs/expectations of providers across the healthcare continuum including CMHPs, Primary Care, Acute Care providers/hospitals, payers, Long Term Care providers and Department of Human Services

Candidate must be able to pass drug screening and criminal background check. Candidate must have a valid driver's license, proof of current auto insurance and ability to be agency insured (DMV check required). Successful candidate must be committed to working with diverse community populations.

Applications will be accepted until position is filled or closed.  
CCMH is an NHSC (National Health Service Corps) approved site.

## **Mental Health Counselor II – Crisis Clinician**

**\*\*THIS POSITION IS ELIGIBLE FOR 10% SIGN ON BONUS\*\***

Columbia Community Mental Health provides comprehensive behavioral health services to the rural communities of Columbia County, Oregon. Our main office is located in St. Helens, Oregon – a beautiful drive from downtown Portland along the scenic Columbia River Hwy.

Our agency is experiencing a period of growth, opening new programs and serving a larger population as more families gain access to insurance.

Currently, CCMH is seeking a Mental Health Counselor II/Crisis Clinician.

The Crisis Clinician will provide a wide variety of community-based pre-commitment, psychiatric hospitalizations, crisis interventions and therapeutic services to clients of the agency and residents of Columbia County. This position is a collaboration with the Columbia County Sheriff's Office and will be stationed at the Columbia County Jail.

Principle duties include:

1. Daily communication between Contracted Medical Services (CCS) and Mental Health Providers
2. Respond as requested to inmate crisis anywhere in the Facility
3. Check on holding cell occupants
4. Advocate inmates when necessary
5. Develop 12 week Substance Abuse (SA) program
6. Develop and provide ongoing Anger Management meetings
7. Develop ongoing Trauma meetings
8. Pick up medications as available as needed
9. PREA (Prison Rape Elimination Act) training required and will be provided by Jail staff
10. Defensive Tactic Training is available, but not required
11. Act as liaison and coordinate services with Community Justice/Probation and Parole

Required Qualifications:

1. Master's Degree in Psychology, Counseling, Social Work or other related field from an accredited college
2. Three years' relative work experience
3. Pre-commitment Investigator's Certificate (or ability to obtain within 6 months of hire)

Candidate must be able to pass drug screening and criminal background check. Candidate must have a valid driver's license, proof of current auto insurance and ability to be agency insured (DMV check required). Successful candidate must be committed to working with diverse community populations.

Applications will be accepted until position is filled or closed. This position may qualify for the Loan Forgiveness Program. CCMH is an NHSC (National Health Service Corps) approved site.

## **Human Resource Assistant**

CCMH is currently experiencing a period of growth and is seeking a Human Resource Assistant to join our dedicated team.

### **Principle duties include but are not limited to:**

1. Pre-employment testing: criminal background checks, drug-testing, I-9, EEO, ADA and monitor OSHA regulations and implement changes as directed
2. Facilitate New Hire Orientation; positive introduction to Agency programs/benefits
3. Personnel records retention
4. Update HR and Safety policies as needed
5. Act as Safety Committee Chair; participate in Safety Committee; coordinate Safety education/training to staff routinely
6. Monitoring Local, State and Federal compliance/reporting
7. Prepare required notifications mandated by State, Federal or local laws
8. Assist with developing an Agency Wellness program
9. Assist HR with annual reporting requirements and information gathering to include Vets reporting, exclusion lists and Affirmative Action Planning
10. Track/order/fill first aid supplies for all CCMH facilities

Successful candidates will have strong organizational/clerical skills; Be self-directed and exhibit professional demeanor in all circumstances; strong ability to work within a team setting of varied/diverse personalities and needs; ability to be objective, patient and discreet with sensitive/confidential information

High School Diploma or equivalent required – working knowledge of Microsoft Office required; Associates Degree and/or Human Resource experience preferred

Candidate must be able to pass drug screening and criminal background check. Candidate must have a valid driver's license, proof of current auto insurance and ability to be agency insured (DMV check required). Successful candidate must be committed to working with diverse community populations

Applications will be accepted until position is filled or closed

## **Executive Assistant/Credentialer**

CCMH is currently experiencing a period of growth and is seeking an Executive Assistant/Credentialer to join our dedicated team performing a variety of office and credentialing duties to successfully support agency goals and strategies.

### **Principle duties include:**

1. Contract Management
2. Board Secretary and various meeting recorder
3. Track various licensing requirements to include business, facility and food licensing
4. Develop, analyze/maintain various spreadsheets/databases
5. Provide quality service to staff, clients and public through active listening, positive problem solving and appropriate, timely responses
6. Responsible for continual process improvement to facilitate agency growth
7. Maintain confidentiality of proprietary information and documents
8. Enter provider information into electronic credentialing software (Intellisoft), maintaining accuracy/completeness
9. Assist in maintenance/updating of provider directories, DMAP Provider Enrollments, Oregon Practitioner Credentialing Application (OPCA) for licensed staff and all other contracted insurance company required forms
10. Assist with primary source verification on applicants which includes the request, investigation, verification, tracking and follow up of primary responses as required by CCMH policies and procedures
11. Act as liaison between providers and facilities to assist with credentialing issues and ensure information is received/entered correctly
12. Responsible of ongoing file maintenance/preparation and electronic database input/management for credentialing review
13. Direct communication with providers/facilities on credentialing issues and medical practice information
14. Assist with credentialing/re-credentialing practitioners/facilities as per CCMH policies and procedures – ensuring compliance with State and Federal regulatory bodies

High School Diploma or equivalent required – Associates Degree and three years' relative work experience preferred – Experience may be considered in lieu of education

Candidate must be able to pass drug screening and criminal background check. Candidate must have a valid driver's license, proof of current auto insurance and ability to be agency insured (DMV check required). Successful candidate must be committed to working with diverse community populations

Applications will be accepted until position is filled or closed

## **Medical Assistant – On Call**

Columbia Community Mental Health, a progressive Behavioral Health Center, located between Portland and the beautiful Oregon Coast, is looking for an On Call Certified Medical Assistant or LPN to join our Outpatient Mental Health team. Candidates with credentials to enter/receive verbal orders will be considered.

CCMH is expanding services to provide whole health care and quality services to individuals with behavioral health and addictions challenges.

Job duties include but are not limited to:

13. Work closely with front office staff and treatment team to promote smooth clinic operations
14. Build relationships with clients and provide an excellent clinic experience
15. Room clients, take vitals, track BMI
16. Gather all necessary records and documents are prior to intake appointments and post-hospitalization follow-ups
17. Manage refill requests per clinic protocol
18. Update allergies, medication lists, and external providers in the electronic health record
19. Assist with referrals and medical records requests generated by psychiatric providers.
20. Attend consultation meetings with the care team.
21. Facilitate communication between providers on the internal and external care team.
22. Take messages for LMPs and return calls per RN or psychiatric provider direction.
23. Assist clients with telehealth services.
24. Administer injections

High school diploma required; Completion of accredited Medical Assistant or LPN program required – We will support medical assistants to become certified through AAMA or AMT within 6 months of hire; experience and/or knowledge of mental illness and addictions preferred.

Candidates should be flexible, enjoy and have fun working with both clients and staff and must work well in a fast paced environment. Successful candidates must be able to pass drug screening and criminal background check. Candidate must have a valid driver license, proof of current auto insurance and ability to be agency insured (DMV check required).

Successful candidate must be committed to working with diverse community populations.

CCMH is an NHSC (National Health Service Corps) approved site.

*CCMH is within an easy drive from downtown Portland; located in beautiful Columbia County, offering an array of northwest outdoor activities. We are a rapidly expanding and (thriving) work place with many opportunities for extra initiative involvement. We offer excellent medical, vision, dental, life insurance, flex medical spending and dependent care plans, paid time off (4 weeks the first year) & paid holidays to all PT & FT benefit eligible employees. Eligible employees also have access to a retirement plan with employer match. Ongoing professional training opportunities are also supported by the program.*

*Our company makes reasonable accommodations for individuals with disabilities who are otherwise qualified to perform a job unless such accommodations would impose an undue business hardship. Please let us know if you need an accommodation to participate in the application process.*

*CCMH considers all applicants for positions without regard to race, color, religion, sex, national origin, age, veteran/reserve/national guard, disability, or any other similarly protected status. CCMH is committed to building a culturally diverse workplace.*