

COLUMBIA COMMUNITY MENTAL HEALTH

Columbia Community Mental Health is a drug-free workplace

JOB POSTING

April 18th, 2018

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

OPEN POSITIONS

POSTED	DEPT.	POSITION	STATUS	SALARY
1/22/18	A&D Residential/Detox Psych Rehab	Community Support Specialist	On-Call	\$13.31 - \$18.88 Hourly
9/15/17	Outpatient Mental Health	Mental Health Counselor III/ Mobile Crisis Supervisor- <i>sign on bonus</i>	FT	\$46,568 - \$61,084 Annual
12/15/17	A&D	Addictions Counselor II– Residential - <i>sign on bonus</i>	FT	\$42,136 - \$55,112 Annual
12/21/17	A&D	Addictions Counselor II – Outpatient - <i>sign on bonus</i>	FT	\$42,136 - \$55,112 Annual
2/8/18	Psych	Medical Assistant	FT	\$16.65 - \$22.29 Hourly
1/26/18	Outpatient Mental Health	(5) Mental Health Counselor II	FT	\$42,136 - \$55,112 Annual
2/13/18	Psych Rehab	Registered Nurse – Psychiatric Residential Treatment Facilities – <i>sign on bonus</i>	FT	\$63,509 - \$91,667 Annual
2/23/18	Admin	Executive Director	FT	TBD
3/20/18	Psych	(2) Community Support Specialist	FT	\$12.31 - \$17.88 Hourly
4/16/18	Outpatient Mental Health	Admissions Specialist I	FT	\$12.31 - \$17.88 Hourly
4/16/18	A&D	Assertive Addiction Recovery/Peer Mentor	FT	\$12.31 - \$17.88 Hourly
4/16/18	Outpatient Mental Health	Medical Assistant	FT	\$16.65 - \$22.29 Hourly
4/16/18	Psych	*CSS/CDL Transportation Specialist*	FT	\$13.89 - \$19.50 Hourly
4/16/18	Psych	*Medication Outreach Specialist*	On-Call	\$50 flat rate per route
4/16/18	Outpatient Mental Health	(2) Mental Health Counselor II/ Mobile Crisis Clinician	FT	\$42,136 - \$55,112 Annual
4/16/18	A&D	Program Manager	FT	\$63,509 - \$91,667 Annual
4/18/18	Psych	MHC I/QMHA – ACT	FT	\$34,643 - \$46,350 Annual
4/18/18	A&D	*Addictions Counselor I*	FT	\$34,643 - \$46,350 Annual

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
2/15/18	OPMH	Mental Health Counselor II – School Based Counseling Services – Hire Pending	FT	\$42,136 - \$55,112 Annual
3/8/18	Psych	MHC I/Residential Support Specialist Hire Pending	FT	\$34,643 - \$46,350 Annual
2/8/18	A&D Residential/Detox	Registered Nurse Hire Pending	FT-36	\$57,158 - \$82,500 Annual
2/15/18	Admin	Executive Assistant/Credentialing Hire Pending	FT	\$20.26 - \$26.50 Hourly
4/4/18 4/18/18	Outpatient Mental Health	Care Coordinator Interviews Being Conducted	FT	\$34,643 - \$46,350 Annual

Addictions Counselor I – FT – INTERNAL CANDIDATES ONLY

Columbia Community Mental Health is currently seeking a FT Addictions Counselor I to join our dedicated team in our Outpatient Treatment Program at our Creekside office.

This position provides therapeutic services to adolescent/adults clients and their families, who are struggling with substance abuse. Successful candidates must have experience working with adolescents, adults and families.

Minimum required qualifications:

1. Associates Degree in Social Science or related field
2. Current CADC Certification

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.

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

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.

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.

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.

OPMH Care Coordinator – FT – Pending for Interviews

Are you a problem solver? Do you enjoy helping people?

Columbia Community Mental Health, a Behavioral Health Clinic located in St. Helens, Oregon, has immediate openings for energetic people interested in assisting individuals during their journey to better health.

The Care Coordinator, main contact between individuals and their care team, will provide assistance for navigating the health care system, schedule appointments, arrange transportation, coordinate care and develop relapse prevention plans.

Successful candidates must have a positive attitude; excellent written/verbal communication skills; knowledge and experience with software such as Word & Excel; demonstrated ability to collaborate effectively in a team setting; ability to understand personal boundaries and how boundaries impact treatment.

Successful candidates should have current or prior personal experience and/or professional experience that demonstrates the ability to perform the outlined duties of navigating through a confusing health care system.

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

High School diploma or equivalent required; Associates or Bachelors in related field preferred.

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.

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.

Mental Health Counselor II – FT

CCMH is currently seeking (5) Full Time MHC II for our Outpatient Mental Health Department. These positions provide 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.

Community Support Specialist – FT

Columbia Community Mental Health has (2) Full Time positions available for Community Support Specialists at our Psychiatric Residential Facilities. Both positions are Graveyard Shifts 1 is Friday through Tuesday, the other is Saturday through Wednesday.

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.

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

CSS/Transportation Specialist – FT – INTERNAL CANDIDATES ONLY

Columbia Community Mental Health is currently seeking On-Call, Community Support Specialists/Transportation Specialist for our Psychiatric Residential Facilities. This position is responsible for a variety of tasks which directly relate to the transportation of clients and vehicle maintenance. Additionally, support staff duties which relate to the care of clients residing in the agency's residential facilities.

Successful candidate should enjoy working with people and have the necessary skills to assist clients with daily living needs, transportation and recreational activities. Candidate must have the ability to remain calm in high stress & crisis situations; maintain vehicles and any necessary paperwork; and cleaning of the facilities.

Candidate must have a valid driver's license and valid current CDL with passenger endorsement (or ability to obtain within 30 days of hire), proof of current auto insurance and ability to be agency insured. (DMV check required) Applicant must be able to pass drug screening and criminal background check. High School diploma or equivalent is preferred.

Mental Health Counselor I/QMHA/ACT – FT

Columbia Community Mental Health is currently seeking a MHC I/QMHA to join our vibrant, multidisciplinary team, working with individuals diagnosed with serious mental illness (SMI). This position will join our Psychiatric Outpatient ACT team at our main office Creekside, located in St. Helens, Oregon.

The MHC I will provide therapeutic services and support staff services to adults living within and outside residential treatment homes. Duties include but are not limited to Case Management; skills training; collaborating with outpatient team regarding assessments, evaluations and treatment planning; participation in the on-call ACT rotation, providing crisis services to ACT clients

Successful candidate should have knowledge of individuals diagnosed with a serious mental illness and addictions issues; knowledge/skills for implementing evidence-based practices; must be able to interact as a member of an interdisciplinary team.

Minimum required qualifications:

1. Bachelor's Degree in Psychology, Counseling Psychology, Social Work or a combination of education/knowledge and experience that qualifies as a QMHA.

Preferred qualifications:

1. CADC Certification
2. Two years relevant work experience

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

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

Applications will be accepted until position is filled or closed.

Assertive Addictions Recovery/Peer Mentor – FT

Columbia Community Mental Health is seeking (2) FT Assertive Addictions Recover/Peer Mentors to work with our community resources which include: doctor offices, probation, emergency rooms, detox and residential programs. This is a new and exciting position that will be working with our community, individuals and families to improve client care and connecting those individuals who continue to struggle with the services they need.

This position will provide mentoring and outreach services to the high utilizers who struggle in our community with addiction, helping them to gain access to services. The position will carry a case load of approximately 25 clients. Successful candidate must have knowledge of and experience in Motivational Interviewing; must have knowledge of and experience with the treatment and recovery process of substance abuse for adults, adolescents and families; must have ability to maintain professional boundaries with the individuals being served.

Minimum required qualifications:

1. 2 years documented abstinence (sobriety)
2. High School Diploma or equivalent

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

This position WILL require and ACCBO certification for Addictions Recovery Mentor – CCMH will send successful candidate to required training.

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 1 Full Time Certified Medical Assistant or LPN to join our Outpatient Mental Health team.

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. Update allergies, medication lists, and external providers in the electronic health record
5. Responsible for tracking, coordinating and prepping chart to ensure that quality measures are met within specific quality goal parameters
6. Performs audits and works with staff to close gaps in care

High school diploma required; Completion of accredited Medical Assistant Program or comparable medical office experience and training required.

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. Applications will be accepted until position is filled or closed

Medication Outreach Specialist – On Call – INTERNAL CANDIDATES ONLY

CCMH is currently seeking an On Call Medication Outreach Specialist –

This position will be responsible for dispensing medications to clients living in our community; successful candidate must be med certified.

Mental Health Counselor II/Mobile Crisis Clinician – FT

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 which is only a 30-minute drive from downtown Portland.

CCMH is experiencing a period of growth, opening new programs and serving a larger population as more families gain access to insurance. Currently, we are seeking (2) full time MHC II's to serve as part of our Mobile Crisis Team.

This position will provide a wide variety of community-based pre-commitment, psychiatric hospitalizations, crisis interventions and therapeutic services to existing clients of the agency and residents of Columbia County.

Minimum required qualifications include:

- 1) Masters Degree in Psychology, Social Work or other related field from an accredited college;
- 2) Three years relative work experience in the mental health field;
- 3) Pre-commitment Investigators certificate (or ability to obtain within 6 months of hire);
- 4) Ability to effectively intervene and assist clients in resolving mental health, crisis and problematic situations;
- 5) In-depth background in suicidology.

May consider combination of education and/or experience that demonstrates ability to perform afore mentioned duties. License and Examiner certification preferred.

Applicant must have valid driver license, proof of current auto insurance and have the ability to be agency insured (DMV check required) Applicant 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

Program Manager/A&D Department – FT

CCMH is currently seeking a dynamic individual to serve as Program Manager for our A&D Department.

This position is responsible for the administrative program management of addictions treatment/prevention services; coordination of program development, recruitment/management, professional development/evaluation of staff and operates as clinical department manager as part of the agency Management Team.

Duties include but are not limited to:

1. Program management & development
2. Develops/maintains fiscal budget
3. Supervision of program staff
4. Preliminary negotiations of service proposals/agreements with other agencies; & CCMH
5. Liaison with State licensing agencies while maintaining program certification
6. With Executive Director; liaison with community partners in developing, supporting, managing programs
7. Provide growth and development opportunities for program staff
8. Provide effective and approved prevention, treatment services
9. Experience in applying for and administering grant opportunities

Minimum required qualifications:

1. Master's Degree in behavioral science with specialized training in adult/adolescent addictions assessment/treatment
2. 3 years post-graduate experience providing treatment services
3. 2 years' experience providing clinical supervision

Successful candidate must have knowledge in all aspects of addictions, evaluation and treatment in adults and adolescents; must have ability to lead effectively through example; knowledge of management/leadership principles; working knowledge of budget/finance as it relates to behavioral health care; strong ability to organize/manage administrative duties/skills in clinical supervision

Applicant must have valid driver license, proof of current auto insurance and have the ability to be agency insured (DMV check required) Applicant 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

Executive Director

Summary

This position is responsible for oversight and delivery of an array of community based services to Columbia Community Mental Health. CCMH is a non-profit organization whose goal is to provide exceptional services to individuals of all ages in need of mental health care, addiction treatment, psychiatric rehabilitation, and developmental disabilities services throughout Columbia County.

This position develops and maintains strong functional collaborative relationships to include a wide variety of community partners including but not limited to state, county, and city governmental agencies to promote and integrate CCMH as a quality, professional behavioral health care services provider organization.

This position is responsible for ensuring quality programming, regulatory compliance, fiscal responsibility, organizational development and anticipating needs of internal and external customers. Also, key to this position is continued support of a positive work environment to attract and retain a stable, progressive, caring and diverse workforce needed to ensure the delivery of high quality, cost effective services. This position oversees the development and implementation of strategies to address changing markets and assist in the implementation of positive consumer and community awareness of programs and activities. This position is responsible and acts under the authority of the Board of directors. Below is a list of essential functions and overall responsibilities

Board of Directors

- Assists the Board of Directors in meeting the requirements of CCMH compliance policies.
- Reports to Board regarding overall organizational operations. Reports to subcommittees, i.e. Finance, Compensation as requested by the Board.
- Oversees development of annual budget for review and approval of the Board.
- Identifies topics of Board concern and presents the Board with information necessary for decision making. Provides professional advice, initiates and assists in policy making.
- Attends all Board and committee meetings and makes necessary reports to the Board.
- Implements Board decisions and policies.
- Functions as liaison between Board and staff.
- Assists Board in Strategic Plan Development and annual review.
- Performs special projects and all other duties as assigned

Organization

- Provides an organizational system including table of organization and job descriptions, delegating clearly defined authority to staff who are assigned managerial responsibility while assuring that the Executive Director has general control of all staff activities.
- Provides administrative policy and procedure that assures cooperative relationships among units and a smooth flow of operations to the Board for approval.
- Executive Director along with staff, Board, and community creates a vision, plan and implementation strategy, aligned with CCMH's mission and core values.
- Champions quality and risk management activities throughout the organization continuously maintaining and improving the quality of care, while minimizing the risk of loss.
- Ensures regulatory compliance and adherence to professional standards.
- Influences business practices and policy by creating new ventures or builds on existing advantage.
- Maintains positive relationships with all professionals both internal and external.
- Serves as an effective spokesperson for the organization.

Fiscal Management

- Operates within a Board approved budget, identifying and accessing sources of funding and assuring that expenditures are sound and are in accordance with federal, state, and local governmental regulations and the policies of various payers.
- Possesses expert knowledge of current and future cost drivers in the industry.
- Assures control of business operations that ensures preservation of accounting funds and physical assets both short and long term including developing and maintaining sound financial practices.
- Identifies business opportunities for organizational growth to enhance financial strength and contribution margin as well as create non-operating revenue.
- Assures maintenance of official records and ensures compliance with all reporting requirements.
- Effectively communicates with, reports to, and develops positive relationships with funding organizations.
- Implements long-term revenue, cost, and donor strategies that align with agency objectives.
- Guides development activities including grant and funding procurement.

Personnel Management

- Develops, leads, manages, and evaluates the executive management team.
- Ensures that CCMH recruits and retains capable, appropriately qualified and motivated staff to deliver high quality services.
- Ensures that training is provided that meets regulatory and agency requirements and strategically supports internal development of staff at all levels to address future business needs.
- Oversees practices which establish sound Human Resource procedures meeting oversight entities and regulatory requirements. Sees to it that processes are in place to address sound recruitment and selection process as well as retention of staff.
- Sees to the continuous succession planning of staff throughout the organization with particular attention to leadership positions.
- Ensures the accountability of all staff regarding procedures that are aligned with best practices to produce revenue driven outcomes.

Program Development and Management

- Administers and monitors the annual contracts with GOBHI (MHO) for the provision of Medicaid behavioral health services. Attends monthly meetings of GOBHI Directors and assures that all required reports are provided.
- Provides leadership in developing and improving programs and organizational plans in cooperation with the Board and staff.
- Proposes and implements programs that meet identified needs and are within budgetary resources and constraints imposed by funding sources.
- Provides administrative support and direction to medical and clinical supervisors so that the best available quality service is provided.
- Along with the knowledge and support of the Board of directors, the executive director will negotiate contracts with medical directors, third-party payers, community mental health centers, and other agencies that are beneficial to CCMH.
- Ensure the agency is prepared for audits and other reviews which result in positive findings and thereafter a strategy of correction action, if deemed necessary.

Education and/or Experience

- Required: Master's Degree in Hospital Administration, Business Administration, Mental Health or in related field.
- Minimum five years' experience in progressive administrative experience in health services; two years' experience in mental health management; or any other satisfactory combination of experience and training.
- Corporate environment experience with multi-level operations in multiple locations.
- Outcome based management skills required.
- Preferred: Substantial knowledge of the field of mental health administration.
- Experience working in a not-for-profit, behavioral health care environment preferred.
- Preferred individual with Six Sigma or equivalent.

Language Skills

- Ability to read, analyze and interpret financial reports and legal documents.
- Ability to communicate effectively with healthcare administrators, physicians and other professionals.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies or member of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups and/or Boards of directors.

Reasoning Ability

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Ability to maintain standards set by oversight entities, regulators and other professional organizations.
- Ability to function independently within policy established by Board.
- Ability to conceptualize and develop programs, budgets and related functions.
- Ability to relate well to Board, staff and community.
- Ability to delegate effectively.

For immediate consideration, please send your cover letter and resume to Tonya Christensen, Senior Recruiter via email tonya.christensen@gobhi.net. Applications will only be considered when submitted through this process.
EOE

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.