



Mental Health Administrative Supervisor

LINN COUNTY DEPARTMENT OF HEALTH SERVICES

Class Code: 716

AVAILABLE POSITION

Mental Health Administrative Supervisor – CSS Team
Mental Health Department (Classification 716)
Management Full Time Position (37.5 hours/week)

ESSENTIAL FUNCTIONS:

Linn County Mental Health is seeking an experienced Qualified Mental Health Associate to become a Mental Health Administrative Supervisor for individuals with severe and persistent mental illness (SPMI). The focus of this work will be with the Community Support Services (CSS) team to provide leadership, education, technical assistance and consultation to other service providers. Duties will include working in the community and in client homes, providing case management, facilitating groups, providing skills training, and other supports that help clients be successful in the community. Other areas involved with this position include Strong communication skills; computer skills, experience using electronic medical record; a background with mental health documentation; understanding of basic counseling and assessment, evidence-based practices, supportive employment, outreach and crisis interventions; and writing and supporting treatment goals. The successful applicant will provide administrative supervision regarding policy, procedures, documentation, fidelity adherence and program oversight and support staff workload and management of productivity. Timely completion of paperwork and documentation is critical. This position may require evening and weekend work.

MINIMUM QUALIFICATIONS:

Ten years of experience working with and guiding a multi-disciplinary team that support people with severe and persistent mental illness is required with Bachelor's degree preferred. Four years in a leadership role or supervisory experience or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. Supervisory experience is recommended. **Registered as a Qualified Mental Health Associate (QMHA) with certification from the Mental Health and Addiction Certification Board of Oregon (MHACBO) is required.**

SALARY, BENEFITS, COMPENSATION:

Linn County employees say their benefits play a large role in what makes the County such a great place to work. **We offer competitive benefit plans.**

- Medical, Dental, and Vision Benefits
 - Family plans are less than \$15 per month.
- Vacation and Floating Days
- Paid Holiday Time
 - 10.5 paid holidays
- Sick & Bereavement Time
- Employee Assistance Program (EAP)
- County Paid Life and Long-Term Disability Benefits
- Longevity Incentive

- Public Service Loan Forgiveness
- Public Employee Retirement System (PERS)
 - Fully Paid by County

For a full list of our benefits, please visit our Benefits webpage: [Benefit Summary](#)

SALARY RANGE **\$5,718 - \$7,214**
CLOSING DATE: **Until Filled**
HOW TO APPLY: **www.linncountyhealth.org**

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

A copy of the Job Classification for this position as well as the Employment application may be obtained from the Linn County Board of Commissioner's Office, Room 201, Linn County Courthouse, PO Box 100, Albany, OR 97321; at the Oregon Employment Division Office in Albany, or online at <http://www.co.linn.or.us>.