
JOB DESCRIPTION

CLASSIFICATION:	Non Exempt
POSITION TITLE:	Mental Health Case Manager/Counselor
PROGRAM NAME/ LOCATION:	HOAP 694 Church St SE
EMPLOYMENT STATUS:	Full Time
SUPERVISOR:	HOAP Program Manager

FUNCTION:

To assist homeless clients with information, referral, advocacy, transportation, case management, housing, and counseling to support clients in the stabilization process.

SUPERVISORY DUTIES:

None.

GENERAL DUTIES:

- 1 Consistently performs specific assigned daily and general duties; meets deadlines.
 - 2 Regularly attends and participates in assigned meetings.
 - 3 Meets established attendance criteria and starts work promptly.
 - 4 Knows and consistently implements the organization's mission and all approved policies, protocols and procedures.
 - 5 Regularly supports compliance and accreditation efforts as assigned including, but not limited to OSHA, The Joint Commission, AAS and HIPAA & AAS.
 - 6 Respects and Acknowledges the organizations commitment to cultural diversity, which is expressed through behavior, language and actions.
 - 7 Consistently demonstrates good use of time and resources.
 - 8 Consistently interacts with clients and staff in a manner that reflects favorably on the organization and promotes teamwork.
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- 9 Has kept all Expireable Documents up to date with HR as applicable. (I.e. driver license and auto insurance, CPR & Food Handler cards, immunizations, personnel update, annual safety quiz, etc.)

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SPECIFIC DUTIES: (The first five are Core Competencies)

- 1 Conducts intakes; provides short-term individual problem-solving, counseling and group facilitation.
- 2 Manages a client caseload as assigned by Coordinator.
- 3 Provides follow-up services to homeless clients served by West Salem Clinic. Will provide transportation back-up and screening for clients utilizing the health care van to West Salem Clinic.
- 4 Completes paperwork in an accurate and timely manner.
- 5 Is available for on-call and shift coverage, as needed.

QUALIFICATIONS:

- 1 Master's degree in a behavioral sciences field and eligibility for QMHP credentialing.
- 2 familiarity with mental health environment.
- 3 Knowledge of community resources and support system.
- 4 Ability to work independently as well as collaborate with a multi-disciplinary team.
- 5 Computer literate.
- 6 Must have a vehicle that can be used for work.
- 7 Valid Oregon Driver License and proof of automobile insurance.
- 8 Bilingual English/Spanish preferref.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF POSITION:

- 1 The physical activity of this jposition may include: sitting, stooping, kneeling, crouching, reaching, standing, walking, picking, pinching, typing, and lifting.
- 2 The worker is subject to inside environmental conditions.
- 3 Light work, Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects.
- 4 May involve assisting clients who have ambulatory problems.

HAZARDS OF POSITION:

- 1 The worker is exposed to infectious disease.

- 2 The worker is exposed to unpredictable behavior.
- 3 TB testing - high risk
- 4 Hepatitis B testing - high risk