



LANE COUNTY
B011B
Established
10/01/2019

Mental Health Associate - Bilingual

CLASS SUMMARY: To assist in providing mental health assessment and treatment services to clients who have mental illnesses or mental disorders; and to perform related duties as assigned.

CLASS CHARACTERISTICS: This is the entry level in the Mental Health Specialist series. This class is distinguished from the Mental Health Specialist by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Mental Health Specialist level. Since this class is typically used as a training class, employees may have only limited work experience. Employees work under immediate supervision while learning job tasks.

SUPERVISION RECEIVED: Receives supervision from assigned supervisory or management personnel.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Assists other mental health professionals in providing a variety of mental health services to clients who may have mental illness or mental disorders, to include substance use disorders or psychosexual disorders.
2. Performs case management under close supervision to determine client eligibility and service needs; monitors services provided to individual client.
3. Keeps records of client status.
4. Trains and assists volunteers working with clients.
5. Participates in staff conferences and case conferences with other disciplines for evaluation and treatment planning for clients.
6. Under supervision, provides individual counseling and leads group counseling sessions.
7. Conducts educational programs that coordinate with client treatment plans.
8. May provide technical and functional supervision as assigned.

Knowledge of (position requirements at entry):

- General concepts of treatment plans and monitoring modalities for various mental health programs.
- Methods and techniques used in individual and group counseling.
- Oregon Administrative Rules, laws and regulations as applied to mental health programs and services.
- Community resources available to clients and programs.
- Court procedures affecting clients of the service or programs.

Skills in (position requirements at entry):

- Develop relationships with clients and assist in determining treatment needs.
- Identify available resources for clients and coordinate the availability of the resources.
- Interview and assist in counseling of individuals.
- Coordinate services and programs with the services and programs of other agencies.
- Speak to groups to provide information on a service or program.
- Assist in evaluation, referral and monitoring of court-mandated cases.
- Maintain accurate records and prepare comprehensive reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience (positions in this class typically require):

Training: Bachelor's degree in a behavioral science field from an accredited university with major course work in a mental health field, psychology, sociology or a related field.

or:

Experience: At least one year of work experience working directly with mentally or emotionally disturbed clients, and a combination of education, training and/or work experience in a behavioral sciences field that totals two additional years, plus the required competencies.

or:

A combination of at least three year's relevant work, education, training or experience, AND have the competencies necessary to a) communicate effectively, b) understand mental health assessment treatment and service terminology and to apply the concepts, and c) provide psychosocial skills development and to implement interventions prescribed on a treatment plan within their scope of practice, is qualifying.

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Licensing Requirements (positions in this class may require):

- Some positions may require special certification.
- Some positions may require QMHA certification.
- Possession of a valid Oregon Driver's License at the time of appointment, if required to drive.
- Mental Health and Addictions Certification Board of Oregon (MHACBO) certification

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

FLSA Status: Non-Exempt

BILINGUAL “B”

Bilingual designation is an adjunct classification.

Language - ***Spanish***

DEFINITION:

To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify; they have successfully passed a test demonstrating proficiency in both English and the other language administered by the County. The need for the use of the second language in the performance of job duties in this classification has been identified.

EXAMPLES OF DUTIES:

In addition to the regular knowledge, skills, and abilities required of the employee's main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:

- Interpreting between English speakers and LEP persons.
- Orally translating documents
- Providing oral assistance
- Providing written assistance, including some written document translation

MINIMUM QUALIFICATIONS:

Knowledge of:

Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

Ability to:

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

EXPERIENCE AND TRAINING:

An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.