NEWSPAPER 
invites applications for the position of:

Program Analyst 2
(Child/Adol Mental Health Specialist)

JOB CODE: OHA13-0128

OPENING DATE/TIME: 02/05/13 12:00 AM

CLOSING DATE/TIME: 02/19/13 11:59 PM

SALARY: $3,838.00 - $5,604.00 Monthly

JOB TYPE: Permanent

LOCATION: Salem, Oregon

AGENCY: Oregon Health Authority-Addictions & Mental Health

DESCRIPTION:

OHA13-0128

The Oregon Heath Authority (OHA) is a state agency dedicated to helping people and communities achieve optimum physical, mental and social well-being through partnerships, prevention and access to quality, affordable health care. We are absolutely committed to ongoing innovation in the delivery of services, and to recruiting, developing and retaining dedicated employees.

The Oregon Health Authority (OHA) strives to create inclusive environments that welcome and value the diversity of the people we serve. OHA fosters fairness, equity, and inclusion to create workplace environments where everyone is treated with respect and dignity regardless of race, color, religion, sex, disability, physical stature, age, national origin, sexual orientation, gender identity, marital status, political affiliation and any other factor applicable by state or federal law.

This employment opportunity is with the Addictions and Mental Health Division (AMH), within OHA, responsible for programs, policies, community services, and state-operated public institutions serving persons with mental illness, alcohol and drug, and gambling problems. With a biennial budget of approximately 1 billion dollars, the Office employs more than 100 persons directly and contracts for services with hundreds of programs at the county and community level across the state. **There is one permanent, full-time position located in Salem (500 Summer Street NE).** This position is represented by a union.

This recruitment announcement will be used to establish a list of qualified candidates to fill the current vacancy and may be used to fill future vacancies as they occur.

Please be aware that due to the economic downturn and subsequent state budget short-fall these positions will be required to take furloughs in the biennium 2011-2013.

**DUTIES & RESPONSIBILITIES:**

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The purpose of this position is to coordinate the development, provision and improvement of child and adolescent mental health treatment services with emphasis on planning, implementing, monitoring, and evaluating new initiatives, existing services and system changes, and policy and program development at the state and local levels. The primary responsibilities of this position are to plan, coordinate, monitor and enhance a broad range of community-based mental health treatment services based upon Child and Adolescent Service System Values and Principles, federal and state regulations, state and departmental policy, legislative intent, and evidence-based clinical practice. Clinical expertise in child and adolescent mental health concepts is necessary for effective analysis and technical assistance specific to the position.

A special focus is monitoring and evaluating the implementation of the Statewide Children’s Wraparound Initiative. Additionally, this position focuses on system wide workforce development and technical assistance activities to further the implementation of system of care values and wraparound principles, evidence-based treatment practices, and phases of the Statewide Children’s Wraparound Initiative.

A special emphasis is coordinating the development of new initiatives; policy and program changes and service system improvements with other youth service systems and with legislatively-directed state and local planning processes to meet the specialized clinical needs of children with Severe Emotional Disorders. All of these functions are carried out through coordinating with other state agencies, commissions, and advocacy.
Program operations coordination/technical assistance & service planning guidance: Provide system and clinical program consultation and technical assistance to contractors and partners regarding resources, strategies and evidence-based practices for providing intensive community-based mental health services for children and adolescents. Collaborate with program representatives to develop plans that increase program effectiveness and compliance with contracts, policies, administrative rules, and statutes. Identify barriers to implementation of comprehensive children’s mental health treatment planning and collaborate on strategies that eliminate barriers.

System improvement/program & workforce development: Evaluate and recommend program priorities and strategies to achieve goals of the Statewide Children’s Wraparound Initiative, state policies, and legislative mandates. Review and recommend funding requests. Develop strategies and engage with system partners in developing sustainable workforce development activities that are consistent with system of care values and wraparound principles. Convene workgroups to develop policy, program, and financing strategy recommendations to increase and improve intensive community-based services for children, youth, and families.

Building collaborative partnerships: Develop and maintain relationships with members from local agencies, community organizations and various program stakeholders; develop promotional and communication plans designed to maintain productive relationships with public, program stakeholders, other agencies and related programs. Develop strategies for leveraging funding and minimizing financial risk to state and partner program agencies. Participate in state level inter-agency planning processes and groups. Provide clinical and programmatic mental health services through technical assistance, and policy, program and systems development and analysis. Develop, review, analyze, and evaluate state and local planning guidelines, processes and plans consistent with legislative directives related to comprehensive state and local planning for mental health treatment service systems. Make funding recommendations related to state and local mental health plans. Develop, recommend and review financing and accountability policy and strategies to assure community-based services target populations are addressed in state and local mental health plans and planning processes. Develop review, analyze and recommend legislative concepts, budget packages, and policy, system and program improvements. Analyze the impact of actual and proposed budget, policy and service changes on the mental health service delivery system, programs, communities and clients. Provide bill analyses during legislative sessions.

Provide technical assistance to audits and on site reviews of service delivery systems and direct service programs in conjunction with the AMH Quality Improvement and Certification Unit and AMH Mental Health and Addictions Medicaid Policy Unit. Recommend clinical and administrative modifications to program operations to support new or changing program priorities; identify and resolve system conflict in areas of shared responsibilities.
Analyze and evaluate clinical practices including mental health diagnosis, mental health assessments, individual treatment plans, active mental health treatment services, and clinical discharge planning. Compile written reports including commendation and/or recommendations for corrective action. Develop and/or conduct monitoring and evaluation of intensive community-based treatment service systems. Recommend corrective action and/or changes to administrative rules.

Serve on councils, committees, workgroups, task forces and local, regional, and state groups related to improving mental health treatment services for children and improving collaboration with system partners and stakeholders.

Other duties as assigned.

**WORKING CONDITIONS**

Frequent in state travel requiring overnight stays.

You must have a valid driver’s license with an acceptable driving record. If not, you must be able to provide an alternate method of transportation.

**QUALIFICATIONS & DESIRED ATTRIBUTES:**

**MINIMUM QUALIFICATIONS**

Your answers to the supplemental questions must be consistent with your described work experience. Your application will be reviewed to determine if you meet minimum qualifications. Qualified applicants with backgrounds that most closely match the needs of the position(s) will be invited to interview. Resumes’ will NOT be used to determine qualifications unless it clearly states a resume’ is required in the job posting.

A Bachelor’s Degree in Business or Public Administration, Behavioral or Social Sciences, or a degree related to the agency program that demonstrates the capacity for the knowledge and skills; **and** two years of experience coordinating or administering a program

**OR**

Any combination of experience or education equivalent to five years of experience that typically supports the knowledge and skill requirements listed for the classification.

**Note:** The specific job-related experience or education requirements will be listed by the recruiting agency based on the position under recruitment.

**Note:** If you are using education (a degree or coursework) to qualify for this position, transcripts must be submitted for all required or related courses. Transcripts can be official or unofficial at time of application. If you are using your education to meet the minimum qualifications and do not attach your transcripts your application may be removed from consideration.

**DESIRED ATTRIBUTES**
All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprint may be required.

This position requires specialized and advanced knowledge of assessment, diagnosis, and treatment of mental health disorders in children and adolescents.

Knowledge of children’s mental health treatment systems of care and evidence based practices is required.

General knowledge of methods and techniques of building community alliances and partnerships to develop, implement, monitor programs, and leverage resources.

Master’s Degree in a Children’s Mental Health field is preferred.

**Applicants that meet the minimum qualifications and most closely match the desired attributes will be invited for an interview.**

**ADDITIONAL INFORMATION:**

If you need assistance to participate in the application process, you are encouraged to call 503-945-6667 (voice) 8:00 a.m. and 5:00 p.m. (Pacific Time) Monday through Friday. TTY users please use the Oregon Telecommunications Relay Service: 1-800-735-2900.

If you are offered employment, the offer will be contingent upon the outcome of an abuse check, criminal records check and driving records check, and the information shall be shared with the OHA, Office of Human Resources (OHR). Any criminal or founded abuse history will be reviewed and could result in the withdrawal of the offer or termination of employment.

OHA will communicate with all applicants by e-mail.

**To apply,** follow the “Apply” link above and complete the Oregon employment application online. All application materials must be received by the closing date and time posted on the announcement. **A resume’ (text or attachment) will not replace the work experience section of the application.** For help with applying online, please contact 1-877-204-4442.

**IMPORTANT NOTICE – Email Addresses Required**

The State of Oregon requires all applications have a valid email address.

If you do not currently have an email address and do not know where to go to get one please refer to our Applicant E-Recruit FAQ’s web page. Click on the link below to go directly to question #14 to view several internet providers where you can get a free e-mail account. The state of Oregon does not endorse any particular provider.

**Applicant E-Recruit FAQ’s**

If you need assistance with adding attachments to your profile or to a specific job posting please go to **Adding and Removing Attachments to a Profile and Job**
Posting for further instructions. This quick help guide can also be found on the State Jobs Page by clicking in the Applicant E-Recruit FAQ's then click on Applicant Profile Maintenance.

PLEASE CONSIDER JOINING US!
The Oregon Health Authority is committed to affirmative action, equal employment opportunity and workplace diversity.

VISIT OUR AGENCY WEBSITE AT:
http://www.oregon.gov/dhs/jobs

OUR OFFICE IS LOCATED AT:
500 Summer Street NE, E22
Salem, OR 97301-1099
503-945-5698
Program Analyst 2 (Child/Adol Mental Health Specialist) Supplemental Questionnaire

Your answers to the supplemental questions must be consistent with your described work experience. Your application will be reviewed to determine if you meet minimum qualifications.

Qualified applicants with backgrounds that most closely match the needs of the position(s) will be invited to interview. Resumes' will NOT be used to determine qualifications unless it clearly states a resume is required in the job posting.

Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum qualifications. Transcripts must be from an accredited institution and clearly show 1) your name; 2) the name and address of the institution; 3) the degree received and; 4) required courses completed with a passing grade. For application purposes, photocopies are acceptable; however official or original documents may be requested to validate education.

NOTE: This (transcript) requirement does not apply to all initial applications for positions with the Oregon Legislature or the Oregon Judicial Department; in those branches the requirement, if any, for transcripts is as indicated on the job announcement.

* 1. Which of the following best describes your highest related level of education?
   - High School Diploma or Equivalent
   - Some College Coursework, No Degree Received
   - Associate's Degree
   - Associate's Degree and additional coursework
   - Bachelor's Degree
   - Bachelor's Degree and additional coursework
   - Master's Degree
   - Master's Degree and additional coursework
   - Doctorate Degree
   - Doctorate Degree and additional coursework
   - None of the Above

* 2. If you selected "Some College Coursework, No Degree Received" or "degree and additional coursework" in question 1, how many upper division (300 level or higher) credit hours have you completed? Select the Quarter/Semester hours that best describe your completed coursework. If you did not, select N/A.
   - Did not answer
   - 4 Quarter hours/3 Semester hours
   - 8 Quarter hours/5 Semester hours
   - 12 Quarter hours/8 Semester hours
   - 16 Quarter hours/11 Semester hours
   - 20 Quarter hours/13 Semester hours
   - 24 Quarter hours/16 Semester hours
   - 28 Quarter hours/19 Semester hours
   - 32 Quarter hours/21 Semester hours
   - 36 Quarter hours/24 Semester hours
   - 40 Quarter hours/27 Semester hours
   - 44 Quarter hours/29 Semester hours
   - 45-68 Quarter hours /30-45 Semester hours
   - 69-95 Quarter hours /46-63 Semester hours
   - 96-143 Quarter hours /64-95 Semester hours
* 3. If you selected "Some College Coursework, No Degree Received" or "degree with additional coursework" in question 1, please identify the focus of your coursework. If you did not, enter N/A.

* 4. Which of the following best describes the focus of your degree?

☐ Business Administration
☐ Public Administration
☐ Behavioral Sciences
☐ Social Sciences
☐ Other Related Degree
☐ My degree is not related
☐ I do not possess a degree

* 5. If you selected "Other Related Degree" in question 4, please identify the focus of your degree. If you did not, enter N/A.

* 6. Which of the following best describes your level of experience coordinating or administering a program [INSERT EXPERIENCE TYPE BASED ON POSITION HERE]?

☐ less than 6 months
☐ 6 to 11 months
☐ 12 to 17 months
☐ 18 to 23 months
☐ 2 years
☐ 3 years
☐ 4 years
☐ 5 years
☐ 6 years
☐ 7 years
☐ 8 years
☐ 9 years
☐ 10 years or above
☐ None of the above


* 8. Describe your knowledge of children's mental health treatment systems.

* 9. Describe your methods and techniques for building community alliances and partnerships to develop, implement, monitor programs, and leverage resources.
* 10. Do you have a Master's Degree in Children's Mental Health or related field?
   - Yes
   - No

* 11. **Transcripts:** If you are using education (a degree or coursework) to qualify for this position, transcripts must be submitted for all required or related courses. Transcripts can be official or unofficial at time of application. If you are using your education to meet the minimum qualifications and do not attach your transcripts, your application may be removed from consideration. **Veteran's Preference Points:** If you are requesting Veteran's Preference points, you must attach the necessary documentation to receive the credits. If you do not, points will not be provided. **Work History:** Your application must verify your responses to the above questions in order to be considered. If your answers are not reflected in your work history, your application may be removed from consideration. **Have you demonstrated your work history in your answers and attached all necessary documents?**
   - Yes
   - No

* 12. Are you a current employee with the Oregon Department of Human Services (DHS) or Oregon Health Authority (OHA)? This includes regular status, trial service and limited duration employees. DHS/OHA temporary, volunteer and contract employees are not included.
   - Yes, I am a current trial service, regular status or limited duration employee with Oregon DHS/OHA.
   - No, I am not a current employee with Oregon DHS/OHA.

* Required Question