



Job Description

Position: Outpatient Qualified Mental Health Associate (QMHA)

Vision: A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

Mission: Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

Position Summary: The QMHA provides case management, skills training, parent training/coaching, and specialized family support services to children ages 3 to 17, and their families. Services are provided in accordance with the child's treatment plan and in collaboration with the child and family therapist. Highly individualized services are provided to the child and family at home, within early childhood care and education sites, and other community settings. Provides collaboration and consultation to community partners. Fulfills grant and contract requirements as assigned including CANS Screenings for DHS. May be responsible for navigating community health, wellness and support services for our clients along with paperwork assistance, general resource guidance and other case management responsibilities that may arise. CPR and First Aid training is required.

Additional responsibilities could include facilitating children's social skills and support groups.

Hours: This is a 1.0 FTE full-time position. Old Mill Center operates between 7:30-5:30pm Monday- Friday, although groups and work requirements may take place outside of these hours. The exact schedule will need to be coordinated with the Clinical Supervisor and Program Manager.

Job Duties and Responsibilities

- Adheres to OMCCF and MHACBO expectations, policies, procedures, and protocols.
- Provide individualized services to targeted children and families under the direction of a QMHP in the home, early childhood care and education sites, school and in the community.
- Provides in-home parent coaching, risk management, safety planning and parenting services using evidenced-based practice models whenever possible.
- Model, coach, and counsel clients regarding appropriate interpersonal relations, conflict resolution, relaxation, self-calming, social and interpersonal skills.
- Provides in-home child socialization and skill training activities.
- Develops positive, respectful, empowering relationships with parents of high needs children.

- Provides classroom observations and skill building activities to children in classrooms.
- Communicates frequently, effectively, and positively with assigned clinician to plan and evaluate the intensity and duration of services provided.
- Fulfills grant and contract requirements including CANS Screenings for DHS along with any outcome tracking and reporting
- Complete and organize other community related services as needed
- Provides timely chart documentation within expected timeframes in accordance with agency and community mental health certification requirements.
- Completes progress notes and clinical recordkeeping activities (including peer reviewed progress notes) in an accurate and timely manner.
- Participate in treatment team meetings, staff in-service training and department meetings as required.
- Participate in regularly scheduled supervision (individual and group) with the Outpatient Department Clinical Supervisor and/or Program Manager

Qualifications:

Education and experience:

A typical background for the person who can fulfill the duties of this position is as follows:

- Bachelor's degree in social service or related studies, or a minimum of four years of experience working with children and families in school, community or other related area.
- Ability to meet the requirements for Qualified Mental Health Associate as defined by the Oregon Administrative Rules and Mental Health and Addiction Certification Board of Oregon (MHACBO).
- Experience working with culturally diverse populations strongly preferred.

Required Knowledge, Skills and Abilities:

- Knowledge of the developmental needs of children.
- Ability to establish professional communication with clients and service providers, both orally and in writing.
- Demonstrated ability to work with diverse populations in a variety of environments.
- Ability to work effectively in an environment serving clients who are struggling with severe emotional and mental health related difficulties.
- Ability to provide documentation for charting, according to OAR and agency requirements.
- Ability to exercise tact, discretion and judgment while working with a variety of people.
- Ability to maintain appropriate professional boundaries while working with others and in handling confidential information including HIPAA compliance.
- Ability to work as a member of a coordinated team.
- Ability to work independently and seek out supervision as needed or required.
- Must be certified to complete CANS Screenings
- Must be physically able to lift at least 50 pounds.
- Must be trained in CPR and First Aid
- Must be MHACBO certified as a QMHA

Responsible to Whom: The QMHA is responsible to Clinical Supervisor and Program Manager

Additional Requirements: Employment is subject to successful completion of a background check as required by licensing bodies.

I have received, reviewed, and fully understand the job description for the QMHA position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Employee Signature

Date