



Mental Health Operations Manager

LINN COUNTY DEPARTMENT OF HEALTH SERVICES

Class Code: 795

AVAILABLE POSITION

Mental Health Operations Manager
Mental Health Department (Classification 795)
Management Full Time Position (37.5 hours/week)

ESSENTIAL FUNCTIONS:

Provides Operational Management of the Mental Health Program. Assumes responsibilities of Mental Health Program Manager in their absence. Provides oversight of Quality Assurance program. Manages and monitors contract deliverables for the Mental Health Program. Provides direction and oversight of the use and operations of all systems, including electronic medical records, for Mental Health. Works to assure that operation of all systems meet compliance standards, rules, federal regulations, and contractual requirements. Manages policy and procedure development and implementation. Notifies Program Managers and Health Administration of revisions made to OARs, new legislation, and other contractual requirements as applicable. Considerable knowledge of community mental health service delivery, including knowledge of statutes and administrative rules which govern community mental health programs for the mentally and emotionally disturbed. Knowledge of administrative principles and supervision practices associated with mental health program planning and supervision and personnel management. Ability to write clear and concise business reports.

MINIMUM QUALIFICATIONS:

Six years of post-Master's experience in mental health including a minimum of 3 years of program planning responsibilities. Master's Degree in a counseling or social work, business administration or health administration or a related field is **required**; or, any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. Must be able to pass a criminal history check and possess a valid Oregon drivers' license with an acceptable driving record.

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

We offer a Work/Life Balance with our workweek is 37.5 hours. With our reduced schedule, it allows for a healthier work life balance.

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

SALARY RANGE: \$7,314 - \$9,257 per Month

CLOSING DATE: October 10, 2023

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>.