



Lewis County Employment Opportunity

Department: Public Health & Social Services | Position: Community Health Services & Contracts Coordinator

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 20: \$3,705 - \$3,892 (DOQ)

Full Salary Range: Grade 20: \$3,705 - \$4,982/mo.

Posting Opens: June 14, 2016

Posting Closes: June 28, 2016 at 4:00 p.m.

DEPARTMENT / OFFICE

This position is with the Public Health & Social Services Department, Social Services Division, located at 360 NW North St., Chehalis, WA 98532

POSITION SUMMARY

Under general supervision, coordinates with Great Rivers Behavioral Health Organization, substance use disorder, and mental health service providers in the County, regional agencies, and advisory boards to promote the health of County residents through education, intervention, and prevention. Provides leadership to develop and enhance community substance use disorder and mental health services in Lewis County. Researches and evaluates the continuum of care provided by local and regional substance use disorder and mental health service agencies (behavioral health providers); identifies deficiencies in services provided to the community and develops plans and recommendations for improved program priorities, policies, and treatment protocols.

HOW TO APPLY

Application materials and job description are available online at www.lewiscountywa.gov/jobs or pick up an application packet between 8:00 a.m. and 5:00 p.m. at:

Lewis County Public Health Building
360 NW North St., 3rd Floor
Chehalis, WA 98532

Application packets may be requested by calling 360-740-1148. Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date.

All application materials must be received in the Public Health & Social Services Department. Late applications will not be accepted. Application materials may be emailed to sandi.andrus@lewiscountywa.gov or faxed to 360-740-1145 providing a signed hard copy follows within 5 business days. If following the online application process, no hard copies need to be mailed.

WHO MAY APPLY

This recruitment is open to any qualified **applicant** who meets the minimum qualifications and can perform the essential functions, with or without accommodations, and possesses the knowledge, skills and abilities as identified in the job description.

APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

Note: ALL sections of the application must be complete. "See resume" is not acceptable.

- ✓ Lewis County Employment Application
- ✓ Authorization to Release Information
- ✓ Cover Letter
- ✓ Resume

MINIMUM REQUIREMENTS

- ▶ Associate's Degree in Sociology, Health Care or related field; AND
- ▶ Two (2) years social work/health education experience OR equivalent combination of education, training and experience
- ▶ Valid Driver's License
- ▶ May be required to pass criminal background check
- ▶ Proof of eligibility to work in the United States
- ▶ Ability to speak, read, and write the English language effectively

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at 360-740-1408 or 740-1480 TTY.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.