

All positions in DHS require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.



STATE OF OREGON — OHA POSITION DESCRIPTION

Position Revised Date:
06/16/25

Agency: Oregon Health Authority

Division: Behavioral Health Division

☐ New ☒ Revised

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Program Analyst 2</u>	b. Classification No: <u>C0861</u>
c. Effective Date: <u>7/1/2011</u>	d. Position No: <u>0630017</u>
e. Working Title: <u>Family Peer Services and Engagement Analyst</u>	f. Agency No: <u>44300</u>
g. Section Title: <u>Office of Recovery & Resilience</u>	
h. Employee Name: <u>Vacant</u>	
i. Work Location (City – County): <u>Salem/Marion-Portland/Multnomah; hybrid</u>	
j. Supervisor Name: <u>Vacant</u>	
k. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
l. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	m. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

OHA values health equity, service excellence, integrity, leadership, partnership, innovation and transparency. OHA's health equity definition is "Oregon will have established a health system that creates health equity when all people can reach their full potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances. Achieving health equity requires the ongoing collaboration of all regions and sectors of the state, including tribal governments to address: the equitable distribution or redistributing of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices." OHA's 10-year goal is to eliminate health inequities. The Behavioral Health Division is aligned with the Oregon Health Authority's

core values of partnership, service excellence, leadership, integrity, health equity, innovation, and transparency. In our practice, these values are expressed through:

Service Excellence:

- Understanding and responding to Oregon public health needs and the people we serve
- Pursuing our commitment to innovation and science-based best practices
- Fostering a culture of continuous improvement

Leadership:

- Building agency-wide and community-wide opportunities for collaboration
- Championing public health expertise and best practices
- Creating opportunities for individual development and leadership

Integrity:

- Working honestly and ethically in our obligation to fulfill our public health mission
- Ensuring responsible stewardship in public health resources

Health Equity:

- Eliminating health disparities and working to attain the highest level of health for all people
- Ensuring the quality, affordability, and accessibility of health services for all Oregonians
- Integrating social justice, social determinants of health, diversity, and community

Partnership:

- Working with partners and communities to protect and promote the health of all Oregonians
- Seeking, listening to, and respecting internal and external ideas and opinions
- Exploring and defining the roles and responsibility of public health staff and partners

Innovation:

- We are not satisfied with the status quo if there are new and better ways to meet the needs of the people we serve. We bring creativity, experience, and openness to our search for solutions to problems. We pursue opportunities to develop new evidence to evolve our practices.

Transparency:

- We communicate honestly and openly, and our actions are upfront and visible. We provide open access to information and meaningful opportunities to provide input and participate in our decision-making.

OHA is home to most of the state's publicly supported health programs. OHA divisions include Public Health, Equity and Inclusion, Behavioral Health, Medicaid, Health Policy and Analytics, Fiscal and Operations, and the Oregon State Hospital. The Behavioral Health Division (BHD) encompasses Medicaid and Behavioral Health Programs. Behavioral Health is responsible for the design, development, implementation, monitoring, evaluation, and improvement of publicly funded, community-based addiction and mental health service programs.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The primary purpose of this position is to ensure family involvement in planning public policy, program development, implementation, and evaluation of services and supports for children and families served throughout Oregon's publicly funded children's mental health treatment system including services funded through Oregon's Medicaid and CHIP. This position works in coordination with the Director of Office of Recovery and Resilience.

A primary function is to support diverse family and young adult participation in individual child and family decision making, advisory boards, policy planning, implementation, and efforts to evaluate and improve the effectiveness of the treatment service delivery system and to ensure that practices reflect System of Care values and principles. Included in this task is workforce development of Peer Delivered Services and its inclusion with fidelity in the array of services.

Functions of this position are to oversee the State's contracts with community based organizations to ensure implementation of contract deliverables; provide technical assistance to family members, young adults, child-serving professionals and other interested community members. This position is to work with BEHAVIORAL HEALTH DIVISION Child, Family, and Lifespan Services Unit ensuring family involvement in the planning of public policy, program development, implementation and evaluation of services and supports for children and families served through Oregon's publicly funded system.

In coordination with the Wraparound and System of Care Coordinator this position maintains and promotes family voice in the System of Care (SOC) and Wraparound throughout Oregon, including supporting SOC governing and advisory bodies including the Children's System Advisory Council (CSAC).

This position also researches and interprets national and state policies, develops procedures to meet state and federal requirements, legislative intent and agency principles and budget limitations. This includes analysis of quantitative and qualitative data.

These functions are carried out through direct contact with family members, service recipients, behavioral health treatment professionals, and advocacy organizations. Coordination with other state agencies, through planning, monitoring and technical assistance activities with State, local and county government, private agencies and practitioners, stakeholder and advocacy groups, and Medicaid managed care contractors is expected. This position is expected to collaborate with statewide partners, policy makers and staff from multiple state departments to plan, design, and implement enhanced/new integrated health systems to deliver meaningful family engagement and Peer Delivered Services.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>			
At all times			Consistently treats customers, partners, partners, vendors, and co-workers with dignity and respect. Creates and maintains a work environment that is respectful and accepting of diversity. Sets clear guidelines and models expected office professional behaviors. Establishes and maintains clear methods for reporting inappropriate actions.
55% Peer Delivered Services	NC	E	Peer Delivered Services and Workforce Development: Contract management and support of Oregon Family Support Network (OFSN) and other related contracts and the interface of their work as it connects with Wraparound and System of Care initiatives in Oregon. In collaboration with the Wraparound and System of Care Coordinator ensure OFSNs collaborative work with the other Wraparound partners in training, technical assistance and other identified tasks. Workforce development, assessment and planning and provides child and adolescent-behavioral health specialized parenting expertise using

% of Time	N/R/NC	E/NE	DUTIES
			<p>the perspective of a peer delivered services specialist. Participates in state level inter-agency planning processes.</p> <p>Develops policy recommendations related to implementation of new initiatives and improvement of existing services.</p> <p>As it relates to Peer Delivered Services activities include inter- and intra-agency planning, technical assistance, data analysis, research of best practices, interpolate research gaps and findings for consultation and recommendation, workforce development, and policy, program and treatment systems development and evaluation analysis.</p> <p>Provide child and family peer delivered services consultation to the OHA Ombudsperson Team, community partners and on a limited basis to individual families includes provide referral information to families for community and statewide resources.</p> <p>Researches and supports develop of outcome tools to identify and measure peer delivered services program effectiveness.</p> <p>Develop specialized guidance documents addressing parenting children with educational, emotional or disability related concerns for use by families and stakeholder in serving families.</p>
20%	NC	E	<p>Family Engagement in Statewide Program and Policy Development:</p> <p>In collaboration with the Director of Office of Recovery and Resilience the Office of Recovery and Resilience, this position coordinates with partners to prepare-families who have children with serious emotional, intellectual/developmental, mental health and substance use disorders for leadership and training opportunities in all levels of policy planning, program development, treatment service implementation and evaluation of programs and services</p> <p>Engage families to review and edit material intended to communicate about policies, programs, and procedures for general applicability and usefulness and respect for parents and families.</p> <p>Analyzes data and researches national and state policy regarding family and youth directed treatment making recommendations for policy and program changes that will increase the quantity and quality of family involvement and reduce barriers in the children's System of Care.</p> <p>In collaboration with the Wraparound and System of Care Coordinator and Director of Office of Recovery and Resilience provides consultation and technical assistance to Coordinated Care Organizations (CCOs), local System of Care structures, CMHP's including Wraparound programs, CCBHC, FQHC, mental health and substance abuse treatment professionals, education services and community partners regarding resources, strategies, evidence-based and best practices for meaningful family involvement and family peer support services in a continuum of integrated health, mental health and substance use prevention and treatment services.</p> <p>Develops professional reports about family engagement and peer delivered services with data, examples of successful models and</p>

% of Time	N/R/NC	E/NE	DUTIES
			recommendations and reports out to the Children's System Advisory Council (CSAC) or other advisory groups as requested. Develop, review, analyze and recommend legislative concepts, budget packages; policy, regulations, system and program improvements. Provides bill analyses and consultation during legislative sessions.
20%	NC	NE	Statewide Program Quality Improvement: Family Involvement and Peer Delivered Services: In coordination with Wraparound and System of Care Coordinator support and conduct statewide monitoring and evaluation of Wraparound programs, behavioral health and special contracts for family involvement and family support activities. Recommend corrective actions and/or changes to administrative rules and/or contract provisions as it relates to Peer Delivered Services. Participate in desk audits and on-site reviews of service delivery systems and direct service programs in conjunction with the BEHAVIORAL HEALTH DIVISION CFBH Unit and Quality Improvement Unit. Compile written reports including commendation and/or recommendations for corrective action as it relates to Peer Delivered Services. Review and revise monitoring and evaluation protocols and processes for Peer Delivered Services.
5%	NC		Other duties as assigned.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Occasional in state travel requiring overnight stays. Occasional national travel. During peak workload periods, work outside the regular 8am-5pm weekday work period, including early morning, evening and weekend work, is necessary. Over time must be approved by BEHAVIORAL HEALTH DIVISION Director prior to it occurring.

SECTION 5. GUIDELINES

- a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

OHA/Coordinated Care Organization Contracts
 Federal Regulations (including but not limited to Medicare and Medicaid regulations and Health Insurance Portability and Privacy Act)
 Oregon Revised Statutes
 Oregon Administrative Rules
 Intergovernmental Agreements
 Inter- and Intra- Departmental Agreements
 OHA/AMH Financial Assistance Agreements
 State Medicaid Plan
 OHA/OHP Mental Health Organization Agreement
 OHA Direct Contracts
 OHA/BEHAVIORAL HEALTH DIVISION Handbook and Confidentiality
 BEHAVIORAL HEALTH DIVISION Policies and Procedures
 Quality Assurance Protocols
 Professional practice standards
 Published reports of Best Practice Guidelines and Evidence-Based Practices
 Diagnostic and Statistical manual of Mental Disorders DSM-5
 System of Care Values and Principles
 Wraparound Values and Principles and OARs
 Trauma Informed Approaches

b. How are these guidelines used?

To provide statewide direction in developing, implementing, coordinating, interpreting, monitoring and evaluating family driven youth directed child and adolescent mental health treatment services.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
BEHAVIORAL HEALTH DIVISION /OHA Staff	Virtual/In Person/ In Writing	Information sharing, technical assistance, consultation, planning, implementing, recommending, advising, coordinating	Daily
Wraparound and System of Care Coordinator and Director of Office of Recovery and Resilience	Virtual, In Person, In Writing	Coordinating together on work around Wraparound and Family Engagement to ensure consistency of work and message to the community. This includes: Information sharing, technical assistance, consultation, planning, implementing, advising, coordinating, interpreting, recommending, work group participation	Daily
ODHS Staff	Virtual/In Person/ In Writing	Information sharing, technical assistance, consultation, planning, implementing, advising, coordinating,	Daily

		interpreting, recommending, work group participation	
OHA Contractors (CCOs, CMHPs, other Direct Contractors)	Virtual/In Person/ In Writing	Information sharing, technical assistance, consultation, planning, overseeing, advising, coordinating, interpreting, monitoring, evaluating	Daily
Other State, Federal, Regional & Local Agencies	Virtual/In Person/ In Writing	Information sharing, technical assistance, consultation, planning, coordinating, advising, interpreting, work group participation	Monthly
Consumer / Advocate Groups & Public Interest	Virtual/In Person/ In Writing	Information sharing, interpreting, planning, coordinating	Daily as needed
Consumers and persons with lived experience	Virtual, telephone, in person, email	Listen to identify opportunities to improve services and programs to create a simple, meaningful, and responsive system	Daily, Weekly

SECTION 7. POSITION-RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This position recommends actions, strategies, and policies related to new and existing programs to increase or improve behavioral health treatment supports and services for children, adolescents and their families.

This position recommends BEHAVIORAL HEALTH DIVISION policy positions, including changes in regulatory requirements, contract language, service delivery system methodologies, and financing strategies to improve the behavioral health treatment capacity of community out-patient programs, and psychiatric residential and day treatment programs.

This position recommends legislative concepts, budget packages, and BEHAVIORAL HEALTH DIVISION positions on potential and pending legislation.

Recommendations are usually adopted by Management. They directly affect the quality and quantity of services.

Always determine the impact of programs, policies, operations, budgets, and all other aspects of the program on health equity. Ensure decisions prioritize the equitable distribution or redistribution of resources and power and recognize, reconcile and rectify historical and contemporary injustices.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter"				
Behavioral Health Policy	9405793	Virtual and in person	Monthly or more frequently as	Review of work, provide feedback,

Classification Title	Position Number	How	How Often	Purpose of Review
Manager 3		meetings, Phone, Email	needed	direction and consultation

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification.

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Specialized knowledge of mental health and substance use disorders treatment systems as well as knowledge of the role of child and family involvement in Systems of Care and evidence-based practices at the local, regional state and national level.

Knowledge of Wraparound Principles and System of Care values and how to implement them into policy and practice.

Knowledge of Trauma Informed Principles and best practice for Suicide Prevention, Intervention and Postvention.

Professional level computer, oral and written communication, diplomatic and negotiation skills are highly desired. Ability to partner with others on large projects and visions.

Direct experience as a parent or family member of a child with severe emotional disorders is required.

Experience serving on local, regional, or state advisory committees, quality improvement committees, and other policy activities as a family representative are preferred.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

Operating Area	Biennial Amount (\$00000.00)	Fund Type

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, and employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date