

or redistribution of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices.” OHA’s 10-year goal is to eliminate health inequities.

The Oregon Health Authority 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 stakeholders 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.

Oregon Health Authority (OHA) is the organization at the forefront of lowering and containing costs, improving quality, and increasing access to health care in order to improve the lifelong health of Oregonians. OHA is responsible for most state health services and for implementing the health care reforms in House Bill 2009. OHA is overseen by the nine-member citizen Oregon Health Policy Board working toward comprehensive health and health care reform in our state.

The OHA mission is helping people and communities achieve optimum physical, mental and social well-being through partnership, prevention and access to quality, affordable health care. OHA’s work is organized into three broad goals: Improve the lifelong health of all Oregonians, increase the quality, reliability and availability of care for all Oregonians and lower or contain the cost of care so it is affordable to everyone.

OHA values service excellence, leadership, integrity, health equity and partnership.

Oregon State Hospital is a Joint Commission-accredited and CMS-certified public psychiatric hospital which provides services on two campuses to persons committed by the Oregon courts as part of the state mental health system.

OSH Vision: We are a psychiatric hospital that inspires hope, promotes safety and supports recovery for all.

OSH Mission: to provide therapeutic, evidence-based, patient-centered treatment focusing on recovery and community reintegration, all in a safe environment

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:

This position assists the Director of Social Work by providing high level administrative support to the Social Work Department to include responding to questions from hospital staff, community mental health providers, attorneys, district attorneys, law enforcement officers and other interested parties regarding the Civil Commit hearing process and its applicable policies and procedures as a contributing member of the Chief Medical Office Administration. This position is the single point of contact for civil commit process, civil commit hearings, hospital holds, and .370 Ready to Place documents, and in working directly with the courts and county offices requesting and providing information, working directly with social workers and doctors providing training to ensure compliance in Oregon Revised Statutes of civil commit regulations and explaining policies and procedures by reviewing documentation for accuracy and compliance of OARs. It supports the Civil Commit Hearing Process through scheduling, investigating, preparing and obtaining necessary documents for consideration at the hearing including summarizing exhibit files for review by Assistant Attorney General and Public Defenders.

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.

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

% of Time	N/R/NC	E/NE	DUTIES
10%	R	E	<p>Civil Commit Hearings and Hospital Holds</p> <ul style="list-style-type: none"> Independently review records to ensure accuracy of patient data and validate compliance of OAR’s and utilizes independent decision-making to include correcting dates, jurations, patient names to elevate or resolve issues to legal documents. Monitor and track patient’s commitment information Draft commitment recertification documents for patients, clinical practitioners, and OHS’s superintendent’s review and gather signatures for official filings with court, then the completed

			<p>documents (packet) is sent to the Department of Justice (DOJ) and provided to Attorney General and other attorneys.</p> <ul style="list-style-type: none"> • Research, interpret and explain OAR’s and OSH procedures to practitioners and OSH staff to facilitate the completion of legal documents and timely filing with courts, county agencies and outside entities. • Facilitates hearings through soliciting availability, coordinating all parties, arrangements for court rooms, prepares, and distributes hearing dockets to Assistant Attorney Generals, Attorneys, Physicians, Hospital Staff and community partners. • Review civil commit, civil recommit and .370 court orders for data integrity to uphold terms of the court order. • Request transfers of jurisdiction to OSH in Marion County or OSH in Lane County of patients who are outside of their current county of jurisdiction in order to schedule hearings or initiate a new court order. • Determine, prepare, and provide relevant documents as exhibits for hearings and validate adequacy for attorney’s review. • Prepare and coordinate hearing withdrawals, orders, and other pertinent correspondence to legal officials • Attend hearings and perform all necessary tasks associated to the conduct and direct the flow of hearings; rearrange schedule as needed, call for clients, witnesses, and observers • Record results of hearing outcomes and distribute to staff for statistical purposes • Process court orders, enter data into Avatar EHR and update clients record in the legal commitments folder and notify admissions of new end of commit date. • Maintain systems for tracking purposes
40%	R	E	<p>.370 Ready to Place</p> <ul style="list-style-type: none"> • Download hospital level of care (HLOC) report and Level of Care Utilization System (LOCUS) report; review reports for completion and add to the Ready to Place (RTP) document assembly completion. • Collect and compile data from Avatar, .370 admission orders, Oregon Judicial Information Network (OJIN), Forensic Evaluation Services data tracker, Mental Health Directors site, and community contact resource list used to generate the hospital level of care (HLOC) cover letter and ready to discharge notification to courts.

			<ul style="list-style-type: none"> • Manage current and historical patient data for Ready to Place (RTP) tracker. • Manage and distribute the Ready to Place (RTP) tracker for social work Associate Directors' utilization with community partners. • Verify county program delegates for notification and coordination of RTP. • Using Lean principals develop procedures, systems and forms necessary for completion of RTP program activities and ensure efficient flow of information and delivery of RTP notices within the hospital, and externally with courts and/or with other agencies.
20%	N	E	<p>Person Directed Transition Team (PDTT)</p> <ul style="list-style-type: none"> • Contract administration through tracking contract limits, monitoring contractual NTE amounts and making projections for future budgeting needs, reconciling invoices, validating contractor time, obtain signature approval and submit to business office for payment • Audit and assure insurance certificates are tracked and held on file
10%	N	E	<p>Law Enforcement Database System (LEDS)</p> <ul style="list-style-type: none"> • Maintain annual LEDS certification and logistics of workspace to ensure compliance of OARs. • Train and assist hospital staff on LEDS procedures and how to become CJIS cleared • Work with HR to determine CJIS status • Manage LEDS folder on I-drive, give access to approved personnel • Process LEDS reports essential to daily operations of hospital staff in completing evaluations and other timely pertinent reviews.
20%	R	E	<p>Department Backup and Administrative Duties</p> <ul style="list-style-type: none"> • Conduct onboarding and offboarding activities for new and separating employees • Track contracted, independent review determinations of a patient's hospital level of care and present the findings to physicians for further review. • Maintain files and records for program, including policies, procedures, and desk manuals. • Schedule and coordinate department meetings including agenda creation, taking minutes, and tracking action items. • Update, track and manage Ready to Transition (RTT) tracker • Participate in trainings, team projects, and continuous improvement projects.

			<ul style="list-style-type: none"> • Coordinate the procurement and inventory of office supplies, including equipment, furniture, computers, laptops, communication devices, and office space • Performance between the standard office hours of 7am and 6pm PST to respond to inquiries of other agencies and outside entities involving confidential patient and/or personnel information • Other duties as assigned
Ongoing	NC	E	<p>Cultural Competence</p> <ul style="list-style-type: none"> • Promote and foster a diverse workforce and discrimination/harassment-free workplace • Recognize value of individual and cultural difference; create work environment where individual differences are valued. • Consistently treat customers, stakeholders/partners, co-workers with dignity and respect • Value diverse viewpoints

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.

Professional, fast-paced work environment. Frequent interruptions for emergency/rush projects. Ability to set and reset priorities on a daily basis and meet all deadlines. High priority for accuracy and detail. Must maintain patient and staff confidentiality. Work hours subject to change with little notice. May be required to work hours that exceed regular schedule/hours. 20% of work is to be performed between the standard office hours of 7am and 6pm PST to provide customer service activities during business hours. 60% of this positions work can be performed remotely and may require additional on-site work for some onboarding activities and hearing support.

Some duties can be performed remotely. In order to be eligible for remote work, staff must have a home office that meets all applicable technology, security, and safety requirements including the ability to provide protection of confidential information accessible from their home office. Security steps may include but are not limited to use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the job and the environment. Remote workers must establish and maintain an appropriate environment for work purposes. Staff who work remotely may be required to report to OSH as determined by the manager as part of their regular job to perform duties, receive training, or participate in meetings.

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:

Oregon Revised Statutes, Oregon Administrative Rules, OHA Policies and Procedures, Health Services Directives, OSH Policies and Procedures, Oregon Nurse Practice Act, Acute Care

Standards set forth through Center for Medicaid and Medicare Services, AMA and AMA Psychiatric Nursing Standards, other federal laws and regulations, the Joint Commission Consolidated Standards Manual, and Accreditation for Hospitals. Desk reference procedures and Medical and Allied Health Professional Staff Bylaws

b. How are these guidelines used?

General knowledge of laws, hospital policy and procedures to respond to staff, patients and the public, and to protect confidentiality and hospital liability. Working knowledge of the Joint Commission standard and requirements as they relate to medical staff and clinical service standards.

SECTION 6. WORK CONTACTS

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

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

Who Contacted	How	Purpose	How Often?
Patients, Family Members and Advocates	Phone/Written/In-Person/Virtual	Hospital operations and to provide general assistance	Weekly
Professional Boards	Phone/Written/In-Person, /Virtual	Hospital operations and to provide general assistance	Weekly
Oregon Courts, Other officials and general public	Phone/Written/In-Person/Virtual	Hospital operations and to provide general assistance	Daily
OSH Clinical Staff	Phone/Written/In-Person/Virtual	Exchange information/provide reports/problem solving	Daily
General Public	Phone/In-Person/Virtual	Problem solving/scheduling meetings	As needed
Key external stakeholders, partners, providers	Phone/Written/In-Person/Virtual	Exchange of information	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

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

Responsible for prioritizing work assignments (often interrupted) in order to meet deadlines. Critical decision-making regarding patient and/or staff confidentiality issues. Responsible for making decisions regarding the best referral source for those contacting the hospital. This includes issues to

bring to the Director of CMO Administration and Director of Social Work which may include patient, personnel, contracting, budget or other matters that could impact legal proceedings, patient care or loss of an otherwise qualified candidate for recruitment or exceeding contract limitations.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

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

Classification Title	Position Number	How	How Often	Purpose of Review
PEM D – Director of Chief Medical Office Administration	1006519/0000 00029629	In person or TEAMS Meetings and/or email, Virtual	Weekly and as needed	Exchange information, provide updates, resolve issues and make decisions.
PEM F – Director of Social Work	4401001/0000 00062701	In person or TEAMS Meetings and/or email, Virtual	Weekly and as needed	Exchange information, provide updates, resolve issues and make decisions.

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 and 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.

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

Proficient computer skills to include knowledge of Microsoft Word, Access, Publisher, PowerPoint, and Excel. 1 year of office experience, preferably in a legal setting. Strong organizational skills. Experience utilizing detailed communication, attention to detail, and meeting multiple deadlines.

