

**OKLAHOMA DEPARTMENT OF MENTAL HEALTH
AND SUBSTANCE ABUSE SERVICES
RECRUITMENT NOTICE**

**Senior Triage Specialist, 1403
Announcement # 2018 – 01.1 COCMHC**

PIN: 4520-3224
Open Date: 08/03/2017 **Close Date:** 08/18/2017
Primary working hours: 8 am - 5 pm **Number of vacancies:** One (1)
Primary work location: COCMHC, Norman, OK
Pay band/annual salary range: (level) Pay band Unclassified /\$40,000.00
EEO category: Professional **FLSA Designation:** Exempt
Alternate Hiring: Triage Specialist II, 4856
Alternate salary: (level) Pay band Unclassified /\$35,000.00

Major Work Duties: This position is at Central Oklahoma Community Mental Health Center, Norman, OK. This position provides comprehensive evaluations and referrals for incoming consumers. This position Provides face-to-face evaluations and assessments for people seeking services, schedules psychiatric assessments with a doctor, develops treatment plans and monitors the well-being of consumers. Assists with phone coverage, set appointments for people requesting services, provides crisis intervention, assessment and referrals as indicated.

Minimum Qualifications and Experience: Senior Triage Specialist: Master’s degree in psychology, social work, guidance and counseling, or closely related field. Must possess a license as an LPC, LCSW, LMFT, LADC, or similar license in the behavioral health field.

Triage Specialist II: Completion of curriculum requirements for a master’s degree in psychology, social work, guidance and counseling, or closely related behavioral health field and must be license-eligible or under supervision for licensure as an LPC, LCSW, LMFT, LADC, or similar license in the behavioral health field.

Additional Factors for Consideration: Willing to fulfill any job related travel normally associated with position, e.g., attend training and etc. Must maintain a valid driver’s license.

Method of Application:

Unclassified Positions: Applicants must submit a resume that includes job title and announcement number along with a copy of the applicant’s most recent performance evaluation. Reasonable accommodation to individuals with disabilities may be provided upon request.

Drug and Alcohol Pre-employment and Pre-placement Testing: Upon a conditional offer of employment, applicants for safety sensitive positions shall be required to submit to urinalysis to test for drugs. Appointment to a safety sensitive position shall be contingent upon a negative drug test result.

Reasonable accommodation to individuals with disabilities may be provided upon request.

THIS AGENCY REQUIRES COVERAGE 24 HOURS, 7 DAYS PER WEEK. WORK HOURS AND LOCATION MAY VARY DEPENDING ON BUSINESS NECESSITY. EMPLOYEES MAY BE REQUIRED TO WORK WEEKENDS AND OVERTIME.

First Preference / Pre-Announcement: DMHSAS facilities must notify the above listed HR department by the opening date and time listed above if they have employees with a first preference request to return to work on a limited duty release.

Send to: COCMHC, Department of Mental Health & Substance Abuse Services
Human Resources Management • 2000 North Classen, E 600, Oklahoma City, Oklahoma 73106
Telephone number (405) 248-9041 • humanresources@odmhsas.org

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