



# LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Office: Superior Court | Position: Mental Health Coordinator

Who may Apply: All Qualified Applicants

Employment Status: Regular Full-Time

Salary Range: Grade 19: \$3,582-\$4,816/mo.

Posting Opens: 11/09/17

Posting Closes: 11/27/2017 at 4:00 p.m.

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## DEPARTMENT / OFFICE

This is a non-represented position in the office of the Superior Court.

## POSITION SUMMARY

Under general supervision of the Superior Court Administrator, administers the Mental Health Alternative on behalf of the Lewis County Superior Court; provides case management services to program participants; conducts a variety of community outreach functions; manages the Mental Health Alternative's administrative operations; prepares grant applications and administers grant funding; and performs other related duties as assigned.

## HOW TO APPLY

Application materials and job description are available online at [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs) or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

**Lewis County Superior Court  
345 W. Main Street, 4th Floor  
Chehalis, WA 98532**

or

**Human Resource Department RM 023  
351 NW North St.  
Chehalis, WA 98532**

Application packets may be requested by calling (360) 740-1333 ext. 3. Please note: there may not be sufficient time for the packet to be mailed and returned by 4:00 p.m. on the closing date of the posting.

## WHO MAY APPLY

This recruitment is open to any qualified applicant who can perform the essential functions and possess knowledge, skills and abilities as identified in the job description.

## 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**

All application materials must be received in the Superior Court by 4:00 p.m. on the closing date of this posting. Late applications will not be accepted. Applications may be emailed to [Susie.parker@lewiscountywa.gov](mailto:Susie.parker@lewiscountywa.gov). *If following the online application process, no hard copies need to be mailed.*

## MINIMUM REQUIREMENTS

Associates Degree; AND three (3) year's program development and outreach experience.

A valid Driver's License is required.

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**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 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.

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.