

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE:** MENTAL HEALTH REHABILITATION SPECIALIST  
**DEPARTMENT:** HEALTH & HUMAN SERVICES  
**REPORTS TO:** VARIOUS  
**CIVIL SERVICE:** YES

**CLASS CODE:** 4087  
**FLSA STATUS:** N  
**DATE:** 08/05 Rev. 5/08  
**BARGAINING UNIT:** SEIU

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**JOB SUMMARY**

Under general supervision provides rehabilitative/restorative treatment services, crisis intervention, therapeutic intervention, assessment evaluation, and moderately complex, professional-level case management, including visiting with clients in residential or other settings, making referrals and counseling with clients on various issues.

**DISTINGUISHING FEATURES:**

This classification is distinguished from the Client Services Specialist by the performance of more complex duties by the Mental Health Rehabilitation Specialist, including the provision of rehabilitative/restorative treatment services and crisis intervention that may include assessment evaluation (5150) therapeutic treatment and collateral. This classification is distinguished from the Mental Health Clinician series by the performance of professional counseling and therapy services by the latter

**SUPERVISION EXERCISED:**

Exercises no supervision. May provide training to other staff.

**EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:***

- Provide rehabilitation treatment services to individuals or groups by providing significant support to assist clients in improving, maintaining or restoring functional skills, daily living skills, etc.
- Provide rehabilitative services in the Day Treatment Program, by providing counseling and rehabilitation to maintain or restore personal independence at the best possible functioning level for the patient with chronic psychiatric impairments who may live independently, semi-independently, or in a supervised residential facility which does not provide this service.
- Perform crisis intervention, by providing one on one services such as, but not limited to 5150 assessment, collateral, and therapeutic treatment to determine if patient exhibits acute psychiatric symptoms and providing immediate therapeutic response to alleviate problems, which if untreated, present an imminent threat to the patient or others.
- Perform collateral services by providing significant support with the intent of improving or maintaining the mental health status of the beneficiary
- Perform assessment evaluation, including clinical analysis of historical and current status of client's mental, emotional and behavioral disorder; diagnosis; and the use of testing procedures.
- Participate in case conferencing with multiple service providers for the purpose of developing and approving client plans and monitoring client's progress.
- Perform or assist in case management functions by visiting and counseling with clients and their families, in order to determine what services are needed, and provide services or assistance and/or making appropriate referrals. This may include transporting or arranging transportation for clients.
- Recommend therapy services; prepare progress notes, charts and closing and/or transfer summaries for clients to assist in psychiatric and psychological evaluations.
- Assist clients in finding board and care placements or other housing, and obtaining financial resources by providing support and referral services.
- Write chart notes in accordance with professional standards, state regulations and department protocol, and ensure proper filing either by filing or submitting to the proper area for filing.
- Accompany clients to appointments and to provide assistance in completing paperwork and provide intervention services.
- Serve as liaison and consultant between department and schools, organizations, parents, children, seniors, probation officers, Juvenile Hall, etc. on issues concerning client, in order to coordinate treatment between various departments/organizations and locations.
- Facilitate various groups (i.e. cooking, leisure, exercise, etc.), including: developing and maintaining operating procedures and schedules; documenting involvement of group members; resolving problems; planning special events; ordering related supplies.
- Participate in treatment team, staff and professional meetings to discuss client progress and serve as a member of various committees and boards.
- Maintain and provide safe environment for clients and staff by adhering to department procedures and professional

standards.

- Recommend service and program needs and assist in the development of policies and procedures.
- Compose and prepare correspondence in accordance with standard policies.
- Monitor productivity/work flow and resolve problems to ensure deadlines are met.
- Enter and retrieve information into a computer terminal; use the computer system to retrieve a variety of daily, monthly and yearly reports.
- Disseminate a variety of information to various agencies, division, or departments via telephone, employee meetings, mail or FAX.
- Performs other related duties as assigned.

#### **MATERIAL AND EQUIPMENT USED:**

General Office Equipment

Reference Books

Table Games

Computer

Arts and Crafts Supplies

Exercise Equipment

Vehicle

#### **MINIMUM QUALIFICATIONS REQUIRED:**

##### **Education and Experience:**

Must meet California Code of Regulations Title IX, §630 requirements for Rehabilitation Specialist as stated below:

Bachelor's degree from an accredited college or university and four years of experience in a Mental Health setting as a specialist in the fields of physical restoration, social adjustment or vocational adjustment. Up to two years of graduate professional education may be substituted for the experience requirement on a year-for-year basis. Up to two years of **post-**Associate degree clinical experience may be substituted for the Bachelor's degree, in addition to the required four years in a mental health setting.

##### **Licenses and Certifications:**

Valid Driver's License

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **Knowledge of:**

- Mental illness and applicable treatments.
- Medi-Cal regulations regarding scope of practice and documentation.
- Modern methods, techniques and procedures used in marriage, family and child counseling.
- DSM IV Diagnostic Criteria.
- Medical chart documentation procedures.
- Philosophy and history of therapeutic recreation.
- Various therapeutic models.
- Psychological theory.
- Uses and effects of psychotropic medications.
- Interviewing techniques.
- Applicable codes, laws, ordinances, regulations and legal forms and procedures.
- Child and adolescent development.
- Juvenile justice system.
- Crisis intervention techniques.
- History, theory and new trends in mental illness.
- Ethical and legal management practices, including confidentiality.
- Patient's legal rights.
- Community resources, services and organizations.
- Internal departmental policies and procedures.

##### **Skill in**

- Counseling and following therapeutic processes and procedures.
- Providing assessment evaluation.

- Applying crisis intervention techniques.
- Performing case management.
- Observing and documenting psychiatric behavior.
- Writing clear and concise chart notes in accordance with professional standards, state regulations and department protocol.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction.
- Communicating clearly and effectively, orally and in writing.
- Using a computer to accurately and rapidly enter and retrieve data and information.

**Mental and Physical Ability to:**

- Analyze, evaluate and diagnose situations and adopt effective courses of action.
- Assess physical and mental health concerns.
- Assess and intervene in high-risk situations (suicide, aggression).
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- While performing the essential functions of this job the employee is regularly required to sit and to use hands to finger, handle, or feel, to speak and hear, to use color, odor, shape and sound perception and discrimination.
- While performing the essential functions of this job the employee is frequently required to lift and/or move up to 10 pounds and is occasionally required to move up to 30 pounds and/or apply a physical exertion in restraining overactive or hostile clients .

**Working Conditions:**

Work is performed in a mental health facility, schools and/or in patient homes, exposing the employee to people who have the potential to be violent and verbally abusive.

The working conditions are typically moderately quiet, but can be loud at some locations.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.