

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	SUPERVISING MENTAL HEALTH CLINICIAN	CLASS CODE: 4096
DEPARTMENT:	MENTAL HEALTH	FLSA STATUS: N
REPORTS TO:	VARIOUS	BARGAINING UNIT: SEIU
CIVIL SERVICE:	YES	DATE: 10/04 Rev. 3/08

JOB SUMMARY:

Under general direction, supervises and performs complex, professional level counseling services, including: overseeing complete treatment programs; managing cases; initiating crisis management; conducting therapy sessions; and developing new programs.

DISTINGUISHING CHARACTERISTICS:

This is a licensed classification; it is distinguished from non-licensed classifications within the Mental Health branch by the performance of professional-level counseling and therapy services. This classification is distinguished from the Mental Health Clinician I/II by its oversight of the most complex cases and supervisory responsibilities. This classification is distinguished from the Mental Health Clinical Manager by the latter's oversight of a unit.

SUPERVISION EXERCISED:

Exercises first line supervision over licensed and non-licensed staff.

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

- Carry out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work, appraising performance including conducting annual evaluations and determining eligibility for merit increases, rewarding and disciplining employees, addressing complaints and resolving problems; control work production and activities, to include procedures, allocation of resources and ensuring deadlines are met.
- Provide backup to clinicians responsible for performing counseling and psychotherapy functions, including: answering crisis calls; talking with patients, one on one, identifying problems and assisting patients in reaching goals; conducting evaluations and assessments; providing ongoing supportive therapy; performing court-ordered psycho social assessments; conducting group therapy sessions; presenting findings; and intervening during patient crisis.
- Interview and evaluate clients for admittance; determine if clients have potential to harm their self or others; find board and care placements and other housing for clients; assist clients in obtaining financial resources.
- Participate in treatment team, staff and professional meetings to discuss client progress.
- Prepare progress notes, charts and closing and/or transfer summaries on clients.
- Maintain and provide a safe environment for clients and staff.
- Initiate, coordinate and manage special programs, including: conducting therapeutic interventions; assembling, coordinating and facilitating treatment teams; establishing mission and goals; creating policy and procedures manuals, forms, fliers, etc.; and conducting training.
- Serve as liaison and consultant with schools, organizations, parents, children, probation officers, etc. on issues concerning clients; assist families, teachers and/or counselors in identifying children with mental health problems.
- Provide consultation and related services to school districts, including: participating on special teams, developing intervention strategies and supporting school staff in early identification of at-risk children.
- Monitor productivity and work flow, and resolve problems to ensure deadlines are met.
- Maintain and upgrade knowledge, skills, and development by attending seminars, meetings and training programs and reading trade and professional journals and publications.
- Coordinate contracts with new residential facilities, school districts and other agencies.
- Assist in budget development and program fiscal management.
- Enter and retrieve information into a computer terminal such as, daily, monthly and yearly reports.
- Disseminate a variety of information to various agencies, divisions, or departments via telephone, employee meetings, mail or fax.
- May serve as backup for other positions within the department.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's degree from an accredited college or university in Social Work, Psychology or related field; or, Bachelor's degree when also possessing a Psychiatric Registered Nurse certification, and three years of progressively responsible experience providing direct services to mentally or emotionally disabled persons in a mental health or clinical setting or a combination of education, training and experience, in conjunction with the required licensure, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Marriage, Family Therapist (or)
Licensed Clinical Social Worker (or)
Licensed Psychologist (or)
Psychiatric Registered Nurse

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Administration of staff and activities, either directly or through subordinate supervision.
- Supervisory and staff development techniques and practices.
- Modern methods, techniques and procedures used in marriage, family and child counseling.
- Psychological theory.
- Interviewing techniques.
- Child and adolescent development.
- Juvenile justice system.
- Crisis intervention techniques.
- Community resources.
- History, theory and new trends in mental illness.
- Special education laws pertaining to children with special needs.
- School policies and procedures.
- Ethical and legal management practices. Patient's legal rights.
- Uses and effects of psychotropic medications.

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Advanced counseling and therapeutic processes and procedures.
- Observing and recording psychiatric behavior.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Communicating clearly and effectively, orally and in writing.
- Develops or completes contracts, grants and support documentation.
- Using a computer to accurately and rapidly enter and retrieve data and information.
- Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Ability to:

- Analyze, evaluate and diagnose situations and adopt effective courses of action.
- Conduct 3632 eligibility evaluations.
- Assess and intervene in high-risk situations (suicide, aggression)
- Write reports.
- 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, use hands to finger, handle, or feel, and speak and hear; and use 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 apply a physical exertion in restraining overactive or hostile clients and/or move up to 30 pounds.

Working Conditions:

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

The incumbent's working conditions are typically moderately loud.

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.