

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE:            MENTAL HEALTH CLINICIAN I**  
**DEPARTMENT:        MENTAL HEALTH**  
**REPORTS TO:          VARIOUS**

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**CLASS CODE: 47126**  
**FLSA STATUS: N**  
**DATE: 2/02**

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Performs professional level counseling services including managing cases, initiating crisis management, and conducting therapy sessions. This is the entry-level position in the series.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Performs 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; conducting group therapy sessions; presenting findings; and intervening during patient crisis.

Interviews and evaluates client for admittance; determines if client has potential to harm self or others.

Participates in treatment team, staff and professional meetings to discuss client progress.

Prepares progress notes, charts and closing and/or transfer summaries on clients.

Maintains and provides safe environment for clients and staff.

Initiates, coordinates and manages special programs.

Serves as liaison and consultant with schools, organizations, parents, children, etc. on issues concerning clients; may serve on committees, boards, etc., and participate in community activities/organizations relevant to client needs.

Monitors productivity/work flow and resolves problems to ensure deadlines are met.

Maintains and upgrades knowledge, skills, and development by attending seminars, meetings and training programs and reading trade and professional journals and publications.

Researches and corrects errors.

Enters and retrieves information from a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports.

Disseminates 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.

Performs 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; and,

One to two years of progressively responsible experience; or,

Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

### **Licenses and Certifications:**

Marriage and Family Therapist Intern (or)

Associate Clinical Social Worker and

Current registration with Board of Behavioral Sciences (or)

Fully eligible for registration with Board of Behavioral Sciences (or)

An intern in a PhD. or PsyD. Program accredited by the American Psychological Association (APA) or Western Association of Schools and Colleges, which would, upon successful completion, lead to licensure by the California Board of Psychology.

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

### **Knowledge of:**

Modern methods, techniques and procedures used in marriage, family and child counseling.

Psychological theory.

Interviewing techniques.

Crisis intervention techniques.

Community resources.

History, theory and new trends in mental illness.

Special education laws pertaining to emotionally disturbed children.

School policies and procedures.

Ethical and legal management practices.

Patients legal rights.

Uses and effects of psychotropic medications.

**Skill in:**

Case management.

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.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Preparing clear and concise reports, correspondence and other written materials.

**Mental and Physical Abilities:**

Ability to analyze, evaluate and diagnose situations and adopt effective courses of action.

Ability to conduct 3632 eligibility evaluations.

Ability to write reports.

Ability to 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, school campuses, various buildings and in patient homes, exposing the employee to people who have the potential to be violent and verbally abuse or may have contagious diseases.

The incumbent's working conditions are typically moderately loud.

file: mhclin1.47126

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.