



# MENDOCINO COUNTY EMPLOYMENT OPPORTUNITY

## MENTAL HEALTH CLINICIAN I

BILINGUAL ENGLISH-SPANISH ENCOURAGED TO APPLY

\$20.27 - \$24.63/Hourly    \$1,621.60 - \$1,970.40 /Bi-weekly    \$42,161.60 – \$51,230.40 /Annually

**FINAL FILING DATE:** \*Continuous – Apply immediately to assure consideration.

**JOB BULLETIN #12-005**

\*Continuous recruitments are subject to close at any time without notice.

### THE POSITION

**Vacancies in Ukiah and Fort Bragg. The list developed from this recruitment will be used for a limited period to fill regular full-time and/or part-time positions throughout the County, should they occur.** Under the supervision of licensed personnel performs professional level counseling services and psychotherapy functions; this is the entry-level position in the series. Examples of duties include but are not limited to the following:

- Answer crisis calls; talk with patients, one on one, identify problems and assist patients in reaching goals.
- Conduct evaluations and assessments; provide ongoing supportive therapy.
- Conduct group therapy sessions; intervene during patient crisis.
- Interview and evaluate client for admittance; determine if client has potential to harm self or others.
- Participate in treatment team, staff and professional meetings to discuss client progress.
- Perform other related duties as assigned.

### JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

To perform this job successfully, an individual **must** be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Minimum Education and Experience Requirements:** 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 when possessing the required Master's Degree and licensure or certification, a combination of related 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 of:**

- Modern methods, techniques and procedures used in marriage, family and child counseling.
- Psychological theory.
- Interviewing techniques; crisis intervention techniques.
- Ethical and legal management practices; patients legal rights.
- Special education laws pertaining to emotionally disturbed children.

#### **Skill and Ability to:**

- Perform case management; use tact, discretion, initiative and independent judgment within established guidelines.
- Analyze, evaluate and diagnose situations and adopt effective courses of action.
- Write clear/concise reports and chart notes in accordance with professional standards, state regulations and department protocol.

### SELECTION PROCEDURE

All applications will be reviewed with those judged most qualified progressing further in the selection process. Based on the number of qualified candidates, an oral examination (weight 100) or an unassembled exam, consisting of an evaluation of education and experience as stated on the application form, will be administered. The oral examination will test the knowledge and abilities described above. A passing mark of 70 must be attained for placement on the employment list. **Special Testing:** If you require special testing arrangements to accommodate a disability or religious conviction you must contact Human Resources at (707) 463-4261 prior to the test date to make your requirements known. You must provide enough advance notice to allow Human Resources to properly review and evaluate your request.

**Special Requirements:** Employment with Mendocino County may require the successful completion of a pre-employment medical examination and may include drug screening.

This announcement is a synopsis of duties and requirements of this job; to review the complete classification specification please see the HR website. To obtain requisite application contact: Human Resources, 579 Low Gap Road, Ukiah CA 95482. (707) 463-4261; FAX (707) 468-3407; TDD (800) 735-2929; or website: [www.co.mendocino.ca.us/hr](http://www.co.mendocino.ca.us/hr) 01/11/12

EQUAL OPPORTUNITY EMPLOYER

**APPLICATION AND EXAMINATION PROCESS**

The exam process is tentative. Should a change be made, applicants will be notified. The competitive process includes:

**1. APPLICATION SUBMISSION**

A Mendocino County application must be filled out completely and must clearly demonstrate that the job requirements and qualifications are met. The application must be filed with Human Resources or postmarked no later than the final filling date shown on this announcement. Recruitments with a continuous final filing date may close without warning when sufficient applications are received. Applications are available at Human Resources, 579 Low Gap Road, Ukiah CA 95482.

**2. QUALIFICATIONS APPRAISAL**

All completed applications will be reviewed. Based on the information provided in the application documents, the best qualified will be invited for further examination.

**3. QUALIFICATIONS EXAMINATION**

To further assess applicants' possession of required qualifications; the examination process may include one or a combination of: an oral examination, written exam, performance exam, physical ability exam.

**4. ELIGIBILITY LIST**

Applicants must receive a minimum score of 70 on the examination. Applicants successful in the examination process will be placed on an eligibility list for possible final selection interview. The eligibility list will be used to fill current and future vacancies for a limited period, should they occur.

**PLEASE NOTE**

- If you believe you possess a disability requiring a test accommodation, please contact the Human Resources Department.
- If you are hired as extra help, you will be paid on an hourly basis for the hours you work and will not be eligible for the benefits listed at the bottom of this page.
- The provisions of this job bulletin do not constitute an expressed or implied contract. Mendocino County reserves the right to make necessary modifications to the examination plan. Such revisions will be in accordance with approved personnel standards.



Mendocino County  
Department of Human Resources  
579 Low Gap Road  
Ukiah CA 95482

*This information is a general summary of benefits. This information is not legally binding, nor does it constitute a Contract. Benefits listed in Mendocino County Resolutions or Memorandum of Understanding prevail over this listing.*

***SALARY***

Compensation is based on a five-step salary range, with annual merit-based increases.

***MEDICAL, DENTAL & VISION INSURANCE***

The County and the employee share the cost of an employee selected health care plan.

***LIFE INSURANCE***

Coverage of \$20,000 is provided by the County.

***SICK LEAVE***

Paid sick leave accrues at the rate of 1.25 days per month, or 15 days per year.

***HOLIDAYS***

Mendocino County observes 11 paid holidays per year. In addition, each employee is granted 24 hours of personal leave time upon the successful completion of the probationary period.

***VACATION***

Accrues at the rate of two weeks per year for three years. Three weeks per year after three years, four weeks after eight years and five weeks after 15 years.

***RETIREMENT***

Covered under Social Security and the 1937 act; both employees and the County pay into the retirement fund.