



# MENDOCINO COUNTY EMPLOYMENT OPPORTUNITY

## MENTAL HEALTH CLINICIAN II

**EXTRA HELP \*\$23.47 /Hourly**

\*Above rate reflects 12.5% pay reduction effective 11/13/11

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

**JOB BULLETIN #11-020A**

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

Supersedes bulletin# 11-020

### THE POSITION

Current need in HHSA - Mental Health Quality Assurance. Mendocino County Mental Health has a strong commitment to serving clients from all cultural backgrounds. To this end, we encourage individuals from and/or familiar with the Hispanic and Native American cultures to apply for Mental Health positions. This recruitment will be used for a limited period to fill extra help needs throughout the County, should they occur. Acts as the “Point of Authorization or POA” in the Quality Assurance Unit of the Mental Health Plan program. Examples of duties include but are not limited to the following:

- Serve as liaison for MH staff and Managed Care providers.
- Interview and evaluate client for admittance; determine eligibility for in and out patient Medi-Cal Mental Health Services
- Ensure CA Dept MH contract and code compliance
- 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; or Bachelor’s degree when also possessing a Psychiatric Registered Nurse certification, and two to three years of progressively responsible experience, or when also possessing required licensure, a combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. **CA Licenses and Certifications:** Marriage and Family Therapist (or) Licensed Clinical Social Worker (or) Licensed Psychologist (or) Psychiatric Registered Nurse.

#### **Knowledge of:**

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

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

- Perform advanced counseling and therapeutic processes and procedures; case management; crisis assessment and disposition.
- Observe and record psychiatric behavior; conduct 3632 eligibility evaluations.
- Analyze, evaluate and diagnose situations and adopt effective courses of action.
- Assess and intervene in high-risk situations (suicide, aggression).
- 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 examination may be administered. Such exam, if administered, will test the knowledge and abilities described above. **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 background and 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)

11/09/11

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.