



MENDOCINO COUNTY EMPLOYMENT OPPORTUNITY

MENTAL HEALTH REHABILITATION SPECIALIST

EXTRA HELP * \$18.38/Hourly

* Above rate reflects 12.5% pay reduction

FINAL FILING DATE: Open until filled

JOB BULLETIN #11-014A

Supercedes 11-014

THE POSITION

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.

Current need in Adult Services to cover nighttime on call (NOC) in Ukiah, Willits and Fort Bragg. The list developed from this recruitment will be used for a limited period to fill extra help positions throughout the County, should they occur. Under general supervision duties include but are not limited to the following:

- Therapeutic intervention/treatment, and assessment evaluation.
- Significant support to assist clients in improving, maintaining or restoring functional daily living skills.
- Moderately complex, professional-level case management. Case conferencing with multiple service providers
- Assistance in case management functions by visiting and counseling with clients and their families.
- Rehabilitative/restorative treatment services, crisis intervention, by providing 5150 assessment.
- Performs 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:** Must meet California Code of Regulations Title IX, §630 requirements for Rehabilitation Specialist as stated: 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. *Pursuant to Welfare and Institutions Code 5865(k) Parent Partner positions require that the incumbent be a family member of child/ren who have been or are currently being served in the county mental health system. Eligibility for Parent Partner positions will be determined by the Mental Health Department. **Licenses and Certifications:** Valid Driver's License.

Knowledge of:

- Mental illness and applicable treatments.
- Modern methods, techniques and procedures used in marriage, family and child counseling.
- DSM IV Diagnostic Criteria.
- Medical chart documentation procedures.

Skills and Abilities:

- Counsel and follow therapeutic processes and procedures.
- Provide assessment evaluation. Apply crisis intervention techniques.
- Perform case management.
- Write clear and concise 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; 463-5424; FAX (707) 468-3407; TDD (800) 735-2929; or website: 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.