



GLENN COUNTY

An Affirmative Action – Equal Opportunity Employer
We Encourage Minorities, Women and Disabled Individuals to Apply
HAS A JOB OPPORTUNITY FOR

SENIOR MENTAL HEALTH COUNSELOR I/II

SALARY RANGE: I \$20.71 - \$25.18 Per Hour II \$25.93 - \$31.52 Per Hour

FINAL FILING DATE: An official Glenn County Application must be received in the Glenn County Personnel Department by **12:00 p.m., Noon, Monday, February 6, 2012.**

THE POSITION

Glenn County is recruiting individuals to fill one regular full-time Senior Mental Health Counselor I/II position. The individual assigned to this position will work at the Health Services Agency in Willows and Orland. The Senior Mental Health Counselor is a mental health clinician performing a variety of professional duties in the provision of outpatient and crisis mental health services to youth individuals and groups. This position will provide services utilizing Wellness and Recovery philosophy and values, which include consumer and family driven planning. These positions are scheduled for forty (40) hours per week. This recruitment *may* be used to establish a list to fill future vacancies for the next 6 months.

DUTIES

Perform client intake procedures. Provide professional mental health outpatient evaluation, consultation and treatment services to individuals and groups. Provide individual, group and family counseling on a variety of mental health problems and substance abuse; develop treatment plans; provide follow-up counseling and assist patients with the resolution of problems. Observe patients on-site at schools, etc., as necessary; conduct home visits as necessary. Consult with psychiatrist and other clinical staff about treatment planning for clients. Make clinical determinations of crisis situations; authorizes 72-hour holds for hospitalization; develop treatment plans. Provide psychotherapy to children and adult clients or their relatives through individual or group therapy methods. Perform performance outcome measures and complete related administrative work. Maintain close and cooperative relationships with community agencies and other public agencies carrying out treatment plans; monitor contracts with service agencies; provide information to other County departments and agencies. Develop and implement community social service programs. Maintain and update records, notes and charts; prepare progress and summary reports on cases; present reports to committees and agencies as required. Receive referrals from the courts or other individuals or organizations regarding individuals requiring treatment services; develop and implement treatment programs. Coordinate department activities with those of other departments and outside agencies and organizations in order to provide assistance to clients. Research and provide information and training to individual patients in a variety of mental health and substance abuse treatment areas. Evaluate patients for placement into residential treatment facilities; periodically visit clients to assess progress. Provide referrals to other agencies as appropriate. Provide transportation for clients as necessary; assess clients' basic living requirements and assist in obtaining assistance as necessary; serve as an advocate for client in court as necessary. Prepare court reports for use by other County department/agencies. Participate in outreach activities, providing information to the community regarding prevention, intervention and education. Supervise counseling services provided by part-time staff; review cases and interpret and implement policies and procedures to staff; provide or coordinate training; work with staff to correct deficiencies. Coordinate and/or participate in special programs and projects as assigned. Remain on call evenings and weekends for crisis case and emergency situations. Perform general administrative/office work as required, including but not limited to copying and filing documents, preparing/typing documents, answering the telephone, faxing information, entering computer data, attending meetings, ordering supplies, maintain office cleanliness, etc. Perform related duties as assigned.

QUALIFICATIONS

Senior Mental Health Counselor I: Knowledge of: Pertinent federal, state and local laws, codes and regulations. Principles, practices, methods and techniques of psychiatric care, including assessment, evaluation and treatment methods. Individual, family and group psychological, sociological and environmental problems encountered in conducting a public mental health program. Causes, effects and methods of treatment for mental health diseases and illness. Causes, effects and methods of treatment for alcohol and drug abuse. Social, environmental and physical aspects of mental and emotional disturbances and disorders. Methods of medical case recording and report preparation. Principles and practices in drug and alcohol services. Interviewing and counseling practices and techniques. Community social service agencies, other organizations and functions. Business letter writing and report preparation; English language usage, punctuation, spelling and grammar. Modern office procedures, practices and technology. Principles of supervision and training.

Ability to: Interpret and apply federal, state and local policies, procedures, laws and regulations. Interview and counsel clients, diagnose needed services and take effective courses of action. Assess and diagnose crisis patients. Maintain confidentiality as appropriate. Prepare and maintain reports, records and logs. Speak confidently and professionally before various groups. Communicate clearly and concisely, both orally and in writing. Establish and maintain cooperative working relationships with those contacted in the course of work. Supervise and train assigned staff.

Senior Mental Health Counselor II: *(In addition to the qualifications for Senior Mental Health Counselor I)* Advanced principles, practices, methods and techniques of psychiatric care. Organization, policies and operating procedures of the department.

Ability to: *(In addition to the abilities for Senior Mental Health Counselor I)* Interpret and apply departmental policies and procedures.

TRAINING AND/OR EXPERIENCE

Senior Mental Health Counselor I Experience: Some professional experience in the provision of psychiatric social services or counseling or substance abuse counseling. Intern number from Board of Behavioral Sciences or Board of Psychology is desirable. Training: Master's degree in psychology, behavioral science, social work or a related field. Intern number Board of Behavioral Science or Board of Psychology is desirable.

Senior Mental Health Counselor II Experience: *(In addition to the experience for SMHC I):* Two years of professional experience in the provision of psychiatric social services, counseling, or substance abuse counseling. Training: Master's degree in psychology, behavioral science or related field.

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Personnel Department, County of Glenn, 525 W. Sycamore St., Suite A1, Willows, CA 95988-2739 (530) 934-6451

"TDD - - No Voice (530) 934-6444" FAX (530) 934-6452

Website www.countyofglenn.net

LICENSE OR CERTIFICATE: SMHC I – Possession of, or ability to obtain, a valid California driver's license. SMHC II – (In addition SMHC I) – Licensed Clinical Social Worker, Marriage Family Therapist, or Licensed Clinical Psychologist.

SELECTION PROCESS: The selection process will consist of an application ranking, oral examination, performance exam/skill test, drug screen and fingerprinting process. The most qualified applicants will be invited to participate in an interview wherein their qualifications for this position will be reviewed in more detail. If you are selected for an interview, you will automatically be contacted. Applicants are encouraged to submit a resume detailing their training and experience with the official application form.

Eligible Lists are used for Full-Time (40 hrs/wk with benefits), Part-Time (20-39 hrs/wk with benefits), and Public Service Employee (temporary no benefits).

IMPORTANT: If you need accommodation in the examination/interview process, please contact the Personnel Department at least five (5) working days before a scheduled examination/interview. **If you would like to be notified of your standing after the close of the recruitment, please include a self-addressed, stamped envelope.**

Application forms may be obtained from and are to be returned to:

GLENN COUNTY PERSONNEL DEPARTMENT
525 W. SYCAMORE STREET, SUITE A1
WILLOWS CA 95988
TELEPHONE (530) 934-6451
FAX (530) 934-6452 or 934-6457
TDD--No Voice (530) 934-6444
Website www.countyofglenn.net

1/17/12

EMPLOYMENT INFORMATION

AN EQUAL OPPORTUNITY EMPLOYER: All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, political affiliation, race, religion, sex or other non-merit factors (except as limited by law, or bonafide occupational qualifications). The County has a policy prohibiting discrimination against qualified handicapped individuals.

APPLICATIONS: *Application forms must be filled out completely* and clearly show that minimum qualifications are met. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position.

It is the responsibility of the applicant to ensure applications are received at the Glenn County Personnel Office by 12:00 p.m., Noon, Monday, February 6, 2012.

RESIDENCE REQUIREMENTS: There is no residence requirement except certain positions may require the employee to reside within a reasonable commuting distance.

TRAVEL AND RELATED EXPENSES: Glenn County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment.

MEDICAL EXAMINATION: Applicants may be required to pass a medical examination as a condition of employment or promotion. Medical exams may include a fitness exam and a drug & alcohol screen.

SUMMARY OF EMPLOYEE BENEFITS

Benefits are subject to negotiations with employee organizations and may vary with individual bargaining units.

CREDIT UNION: Low interest loans and systematic savings through payroll deduction.

DEFERRED COMPENSATION: A tax deferred long-term savings plan is available to all employees.

DIRECT DEPOSIT: The County pays its employees Bi-Weekly through Direct Deposit to any financial institution that is a member of the Federal Reserve Automated ClearingHouse.

HOLIDAYS: 12 paid holidays per year.

HEALTH, DENTAL, VISION AND LIFE INSURANCE: The County makes available to employees and their dependents a health, dental and a vision program. The County pays the premium for a group term life insurance policy, and also a short-term disability insurance policy.

SICK LEAVE: 12 days per year; unlimited maximum accrual.

RETIREMENT: Regular full-time and part-time employees participate in the Public Employee's Retirement System and Social Security.

VACATION: 0 – 2 full years, 10 days; 3 – 12 full years, 15 days; 13 – 20 full years, 20 days; after 20 full years, 25 days.

THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.