

## SENIOR MENTAL HEALTH COUNSELOR I/II

### DEFINITION

To perform a variety of complex professional duties in the provision of outpatient and crisis mental health services to individuals and groups.

### DISTINGUISHING CHARACTERISTICS

**Senior Mental Health Counselor I:** This is the professional entry level class in the Senior Mental Health Counselor Series. This class is distinguished from the Senior Mental Health Counselor II by the performance of the more routine tasks and duties assigned to positions within the series and by the lack of a required license. Since this class is typically used as a training class, employees may have only limited directly related work experience. As a training class, this class is limited to six years in assignment before the appropriate professional licensure is required (Article 1, Regulation 4996.18 of the Business and Professional Code of California).

**Senior Mental Health Counselor II:** This is the full professional journey level class within the Senior Mental Health Counselor Series. Employees within this class are distinguished from the Senior Mental Health Counselor I by the performance of the full range of duties as assigned, requiring attainment of a Licensed Clinical Social Worker or Marriage Family Therapist License. Incumbents must possess a significant level of specialized, technical expertise beyond that expected at the entry level. Positions at this level require highly specialized knowledge, skills, abilities and experience, and often exercise independent judgment in the performance of their duties. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level, or when filled from the outside, have prior experience or required licensing. The Senior Mental Health Counselor series is distinguished from the Mental Health Counselor series in that the former provides technical-level group and individual case and social services referral work.

### SUPERVISION RECEIVED AND EXERCISED

**Senior Mental Health Counselor I:** Receives general supervision from higher-level supervisory or management staff.

**Senior Mental Health Counselor II:** Receives general supervision from higher-level supervisory or management staff; may provide leadership and coordination of activities of lower-level staff as assigned.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Performs client intake procedures.

Senior Mental Health Counselor I/II  
Rev.- 01/01/06  
Rev.- 01/01/07  
Rev.- 07/01/07  
Rev.- 01/01/08

M.O. #8-1/04/06  
M.O. #19b-1/4/07  
M.O. #19b-1/4/07  
M.O. #19b-1/4/07

Provides professional mental health outpatient evaluation, consultation and treatment services to individuals and groups.

Provides individual, group and family counseling on a variety of mental health problems and substance abuse; develops treatment plans; provides follow-up counseling and assists patients with the resolution of problems.

Observes patients on-site at schools, etc., as necessary; conducts home visits as necessary.

Consults with psychiatrist and other clinical staff about treatment planning for clients.

Makes clinical determinations of crisis situations; authorizes 72-hour holds for hospitalization; develops treatment plans.

Provides psychotherapy to children and adult clients or their relatives through individual or group therapy methods.

Performs performance outcome measures and completes related administrative work.

Maintains close and cooperative relationships with community agencies and other public agencies carrying out treatment plans; monitors contracts with service agencies; provides information to other County departments and agencies.

Develops and implements community social service programs.

Maintains and updates records, notes and charts; prepares progress and summary reports on cases; presents reports to committees and agencies as required.

Receives referrals from the courts or other individuals or organizations regarding individuals requiring treatment services; develops and implements treatment programs.

Coordinates department activities with those of other departments and outside agencies and organizations in order to provide assistance to clients.

Researches and provides information and training to individual patients in a variety of mental health and substance abuse treatment areas.

Evaluates patients for placement into residential treatment facilities; periodically visits clients to assess progress.

Provides referrals to other agencies as appropriate.

Provides transportation for clients as necessary; assesses clients' basic living requirements and assists in obtaining assistance as necessary; serves as an advocate for client in court as necessary.

Prepares court reports for use by other County departments/agencies.

Participates in outreach activities, providing information to the community regarding prevention, intervention and education.

Supervises counseling services provided by part-time staff; reviews cases and interprets and implements policies and procedures to staff; provides or coordinates training; works with staff to correct deficiencies.

Coordinates and/or participates in special programs and projects as assigned.

Remains on call evenings and weekends for crisis case and emergency situations.

Performs 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, maintaining office cleanliness, etc.

Performs 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 illnesses. 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 Mental Health Counselor I)

Knowledge of:

Advanced principles, practices, methods and techniques of psychiatric care.

Organization, policies and operating procedures of the department.

Ability to:

Interpret and apply departmental policies and procedures.

**EXPERIENCE AND TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Senior Mental Health Counselor I:**

Experience:

Some professional experience in the provision of psychiatric social services, counseling or substance abuse counseling.

Training:

Master's degree in psychology, behavioral science, social work or related area.

**Senior Mental Health Counselor II:**

Experience:

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.

LICENSE OR CERTIFICATE

**Senior Mental Health Counselor I:**

Possession of, or ability to obtain, a valid California driver's license. Intern number from the Board of Behavioral Science or Board of Psychology as specified in the Business and Professional Code Section 4980.44.

**Senior Mental Health Counselor II:**

Licensed Clinical Social Worker or Marriage, Family and Child Therapist license.

<b>Senior Mental Health Counselor</b>	<b>I</b>	<b>II</b>
Classification Code:	3328555	3338560
Bargaining Unit:	40	40
FLSA Status:	Y	Y
Workers' Compensation Code:	8810	8810
Pay Table:	CNTY	CNTY
Range:	337	382