

HHSA MENTAL HEALTH COUNSELOR, SENIOR I/II/IIIDEFINITION

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

DISTINGUISHING CHARACTERISTICS

HHSA Mental Health Counselor, Senior I: This is the professional entry level class in the HHSA Mental Health Counselor, Senior Series. This class is distinguished from the HHSA Mental Health Counselor, Senior 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).

HHSA Mental Health Counselor, Senior II: This is the full professional journey level class within the HHSA Mental Health Counselor, Senior Series. Employees within this class are distinguished from the HHSA Mental Health Counselor, Senior 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 HHSA Mental Health Counselor, Senior 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.

HHSA Mental Health Counselor, Senior III: This is an advanced level and supervisory classification in the HHSA Mental Health Counselor, Senior. Employees within this class will exercise a high degree of independent work activity, judgment, and communication in order to achieve specific goals identified by the Department Leadership Team. The work falls outside routine duties of providing direct behavioral health services and instead utilizes the employees extensive working knowledge/experience of clinical practice to inform and improve Departmental efficiency and quality of service. Typical areas of work focus may include, but are not limited to: clinical services, clinical supervision, utilization review and compliance monitoring. Positions in this class may be assigned to lead or supervise other professional staff.

HHSA Mental Health Counselor, Senior 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

SUPERVISION RECEIVED AND EXERCISED

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

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

HHSA Mental Health Counselor, Senior III: Receives general supervision from higher-level supervisory or management staff. Provides clinical and or task supervision to lower-level staff as assigned.

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

Performs client intake procedures.

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:

HHSA Mental Health Counselor, Senior 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.

HHSA Mental Health Counselor, Senior II: (In addition to the qualifications for HHSA Mental Health Counselor, Senior 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.

HHSA Mental Health Counselor, Senior III: (In addition to the qualifications for HHSA Mental Health Counselor, Senior I/II)

Knowledge of:

Advanced principles, practices, methods and techniques of leadership, supervision, quality improvement, MHSA/Cultural Competence coordination and utilization review activities

Ability to:

Provide effective supervision oversight of assigned staff

Carry out necessary quality improvement, utilization review, MHSA, or Cultural Competence activities

Analyze complex administrative and or clinical program needs, evaluate program efficiencies and quality of service using available data, and make practical recommendations based on findings

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:

HHSA Mental Health Counselor, Senior 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.

HHSA Mental Health Counselor, Senior 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.

HHSA Mental Health Counselor, Senior III:

Experience:

Meet the minimum qualifications by the Board of Behavioral Sciences (**1870–1874, of Title 16 of the California Code of Regulations**) to supervise associate clinical social workers and associate marriage and family therapists to include:

Be licensed by the Board of Behavioral Sciences for at least two years prior to commencement of supervision.

Have practiced psychotherapy or directly supervised associate clinical social workers, or associate marriage and family therapists or trainees, who perform psychotherapy as part of their clinical practice, in two of the past five years immediately preceding the commencement of supervision.

Training:

Master's degree in psychology, behavioral science or related field.

LICENSE OR CERTIFICATE:

HHSA Mental Health Counselor, Senior 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.

HHSA Mental Health Counselor, Senior II:

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

HHSA Mental Health Counselor, Senior III:

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