

## **HHSA MENTAL HEALTH COUNSELOR, SUPERVISING**

### DEFINITION

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

### DISTINGUISHING CHARACTERISTICS

The Supervising Mental Health Counselor is a mental health clinician trained in the full range of duties assigned to the Senior Mental Health Counselor I/II classifications as well as supervisory skills. Employees within this class are required to possess a Marriage Family Therapist License (MFT) or be a Licensed Clinical Social Worker (LCSW). This individual will qualify to obtain Glenn County Certification to write 5150 Holds.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Health Services Program Manager (Adult Mental Health) and will provide coordination of activities and supervision to staff as assigned.

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

In the absence of the Health Services Program Manager (Adult Mental Health) assume the responsibilities associated with acting as the lead person for the Adult Mental Health Clinic.

Provide supervision and guidance to clinicians, as appropriate, under direction of the Health Services Program Manager.

Make clinical determinations of crisis situations; authorize 72-hour holds for hospitalization; develop treatment plans.

Provide professional mental health outpatient evaluation and consultation services to individuals and groups.

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

Maintain close and cooperative relationships with community agencies and other public agencies, carrying out treatment plans; provide information to other County departments and agencies as appropriate.

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

Supervising Mental Health Counselor  
New.- 08/07/07  
Rev.- 01/13/08  
Rev.- 07/13/08

Res. #2007-55  
M.O. #22-2/6/07  
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Research and provide information and training to individual clients in a variety of mental health treatment areas.

Provide case management services to clients as required, utilizing Case Managers whenever appropriate.

Maintain current understanding of regulations regarding Medi-Cal, Utilization Review and Managed Care.

Maintain professional conduct as outlined in the agency Ethics Statement.

Provide referrals to other agencies as appropriate.

Provide transportation for clients a necessary; assess client's basic living requirements and assist in obtaining assistance as necessary; serve as an advocate for clients in court as necessary.

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

Coordinate/participate in special programs and projects as assigned.

Attend staff meetings and other meeting as required.

Maintain professional license. Obtain Continuing Education Units (CEU) in a timely manner.

Adhere to work schedule/site assigned by Program Manager.

Maintain professional appearance and conduct as per county rules and regulations.

In endeavoring to be culturally competent, attend relevant trainings, and perform surveys as requested.

Perform general administrative/office duties as required, including but not limited to copying and filing documents, preparing, documents, answering phone, faxing information, entering data, ordering supplies, maintaining office cleanliness, etc.

Perform related duties as assigned.

#### QUALIFICATIONS:

##### Knowledge of:

Pertinent federal, state, and local laws, codes and regulations.

Organization, policies, and operating procedures of the department.

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

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.

Interpret and apply departmental policies and procedures.

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.

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:

Experience:

Three years of professional experience in the provision of psychiatric social services, counseling or substance abuse counseling with some experience in a supervisory capacity.

OR

One year performing the duties of a Senior Mental Health Counselor II.

Training:

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

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, a valid California driver's license.

Possession of a Marriage Family Therapist (MFT) license or (LCSW) Licensed Clinical Social Worker.

Classification Code:	2348563
Bargaining Unit:	12
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	414