

# **LINN COUNTY CLASSIFICATION**

<b>TITLE:</b>	<b>SUPERVISING MENTAL HEALTH SPECIALIST</b>	<b>APPROVAL ORDER</b>
<b>NUMBER:</b>	<b>774</b>	<b>NUMBER: 2000-459</b>
<b>PAY RANGE:</b>	<b>18</b>	<b>DATE: November 22, 2000</b>
<b>CATEGORY:</b>	<b>MANAGEMENT/EXEMPT</b>	

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: This is a supervisory level Mental Health Specialist classification. Employees in this classification perform professional mental health services to clients with mental or emotional disturbances, alcohol and other drug abuse problems, mental retardation or other developmental disabilities. Duties include client evaluations, case management, counseling, individual, group and family therapy. Additional duties include community consultation and technical assistance to other agencies.

SUPERVISION RECEIVED: Works under the supervision of the Program Manager or the Manager's designee. A person in this classification is provided less clinical supervision and is expected to perform with a greater degree of independence. Work is reviewed and evaluated for effectiveness and adherence to established policies and objectives.

SUPERVISION EXERCISED: Supervision of employees in the Mental Health Specialist 1 and 2 classifications and other employees as assigned is a responsibility of persons in this position. Assign responsibilities, provide direction, advise and consult on problems and interpretations of laws and regulations; participate in the selection of new personnel and assign duties, provide training, schedule leaves of absence, resolve grievances, evaluate performance and recommend personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Oversee the day-to-day operation of a service area, multiple service areas, or other program entities within one of the department's program areas.
2. Perform client evaluations and record them in the client's chart.
3. Develop individual treatment or habilitation plans.
4. Provide leadership and represent the department at interagency habilitation staff meetings.
5. Provide education, technical assistance and consultation to other service providers.
6. Provide information to prospective clients and the general public about the services available through this department and by other community agencies.
7. Provide client services and complete documentation of the services provided in accordance with department policies and Oregon Administrative Rules.

8. Provide individual, group and family therapy.
9. Provide after-hours emergency crisis intervention services to individuals and consultation and support to other community agencies.
10. Provide pre-commitment investigations of persons alleged to be mentally ill and recommend to the court whether a civil commitment hearing is necessary.
11. Perform court ordered commitment examinations, when properly certified by the State Mental Health and Developmental Disability Services Division.
12. Provide a broad clinical array of services to a wide variety of clients with no on-site supervision.
13. Perform Merit System Evaluations on employees directly supervised.
14. Initiate personnel action including disciplinary procedures for employees directly supervised.
15. Write program proposals for increased funding, revised service delivery procedures or expanded service capacity.
16. Supervise a service area, multiple service areas or other program entities as assigned by the Program Manager.
17. Develop and maintain effective, harmonious and reasonable work relationships with others.
18. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

19. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the principles and practices of community-based mental health, chemical dependency or developmental disability services. Thorough knowledge of treatment modalities, counseling strategies and habilitation planning. In depth knowledge of the functions of other health, social service and education agencies.

Ability to learn and abide by the Oregon Revised Statutes, Oregon Administrative Rules, department policies and other regulations that apply to the program area to which assigned. Must demonstrate strong initiative greater productivity and fully developed leadership abilities.

Advanced professional level skills in performing client evaluations, counseling sessions and case management services. Ability to conduct thorough client interviews and evaluations and to correctly interpret and effectively communicate the information. Demonstrated ability to exercise sound clinical judgement in appraising complex situations plus the ability to develop comprehensive individualized treatment or habilitation plans. Ability to develop supportive relationships with assigned clients. Ability to write clear and concise reports and client evaluations. Ability to develop and maintain effective working relationships with peers, supervisors and professionals in related disciplines.

Ability to provide general and clinical supervision to professional and paraprofessional staff. Ability to objectively evaluate staff performance, perform Merit System Evaluations and clarify work-related expectations for staff being supervised. Ability to write program proposals and provide strong clinical and program leadership.

Ability to use word processing as required by the position.

EXPERIENCE, EDUCATION AND TRAINING: Master's Degree in psychology, social work, counseling, or related field is required. Six years of post Master's Degree professional experience of a progressively responsible nature and in a similar capacity is required. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may be acceptable.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Requires Oregon licensure as a Licensed Professional counselor or Licensed Clinical Social Worker or certification as a Certified Alcohol and Drug Counselor-Level Two by the Addiction Counselor Certification Board of Oregon. The latter certification applies only to positions in the Alcohol and Drug Treatment Program and requires that the applicant's experience was similar to the duties and responsibilities that will be assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work may also involve travel to various community agencies, client homes and schools throughout the County. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear, sit stand and walk, bend and stoop, use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.