

JOB DESCRIPTION

Job Title: Mental Health Clinician I (2416)
Mental Health Clinician II (2417)
Mental Health Clinician III (2418)

Job Summary:

The job of Mental Health Clinician (MHC) was established for the purpose/s of providing a variety of mental health services to mentally ill or emotionally disturbed students, including therapy, consultation, and advice concerning consumer status, diagnosis, and treatment. The Mental Health Clinician provides direct treatment and case management services to consumers. The Mental Health Clinician is under the supervision of a qualified licensed mental health clinician. Some evening and weekend work may be required with in and out of county travel.

Distinguishing Characteristics for Mental Health Clinician Job Series I through III

The job series is designated as a transition classification where incumbents at the first two levels are expected to continuously pursue full licensure towards Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), or Licensed Psychologist. The level and complexity of individual work assignments is commensurable with the level of licensure achieved and work experience.

The **Mental Health Clinician I** (#2416) is the entry level in the job series. Incumbents function as Interns and are considered in a training status as each accumulates the necessary clinical hours toward full licensure. Incumbents must complete and accumulate clinical hours for licensure within five years of appointment. Incumbents at this level can expect promotion to the next level of MHC II upon completion of clinical hours, satisfactory work performance and the recommendation of immediate supervisor.

The **Mental Health Clinician II** (#2417) is designated for the clinician who has satisfied the clinical hours necessary for licensure and is preparing for examination with the state board. Incumbents must pass the state board examination within four years of appointment at the MHC II level. Incumbents at this level can expect promotion to the next level of MHC III upon obtaining full licensure, satisfactory work performance and the recommendation of immediate supervisor.

The **Mental Health Clinician III** (#2418) is the journey level clinician who possesses full licensure.

Essential Functions:

- Maintains a caseload of consumers for the purpose of providing and coordinating mental health services
- Provides efficient and effective individual, group, family therapy, and counseling to mentally ill or emotionally disturbed students utilizing evidenced based practices
- Assesses/Develops intervention/treatment plans using best practices and applied behavior analysis strategies for the purpose of providing effective mental health services.
- Provides a variety of mental health services such as case consultation and advice concerning student status, diagnosis, and treatment for the purpose of ensuring that all mental health providers have the information needed to provide the most effective mental health services possible for consumers.
- Actively participates in the team approach of providing mental health services to qualifying students
- Monitors/Coordinates overall structure and implementation of treatment program for designated students for the purpose of ensuring that consumers are provided the most effective mental health plans according to individualized needs in conjunction with state requirements and ensure progress toward treatment goals
- Participates in individual and group clinical supervision as needed to maximize clinical and administrative performance and ensure quality treatment planning and implementation
- Prepares case histories and diagnostic service plans for the purpose of evaluating cases to ensure the most effective treatment plans are implemented and ensure progress is being made toward the treatment goals
- Supervises/Coordinates/Provides clinical direction to rehabilitation specialists/case managers for the purpose of ensuring quality mental health treatment and progress toward treatment goals
- Supervises other staff as assigned
- Provides continuous progress evaluation consistent with established school, home treatment objectives, goals and policies for the purpose of advising staff and providing mental health services.
- Complies with all policies and procedures for the purpose of following guidelines to ensure effective mental health services are rendered and documented appropriately
- Follows/Completes specific program policies and procedures in all specific work assignments and adheres to ethical obligations including consumer confidentiality for the purpose of providing effective mental health services.
- Provides clinical training opportunities for mental health treatment team members as needed
- Fosters intra-agency and inter-agency team work and collaboration
- Delivers/Attends/Participates in staff meetings and on-site trainings
- Reviews/Finalizes entries on consumer files with all appropriate staff for the purpose of quality assurance.
- Provides constructive feedback and assists with staff evaluations as assigned
- Actively collaborates with school/district personnel, community mental health providers, and other community agencies to provide necessary supports and services to students and their families
- Represents and promotes Tulare County Office of Education and Behavioral Health Services at community functions and required meetings
- Communicates potential student/district needs to Behavioral Health Services Director to assist in program development
- Communicates effectively with students, parents/caretakers, school/district personnel, and other community stakeholders to ensure meaningful collaboration
- Complies with all policies and procedures for the purpose of following guidelines to ensure effective mental health services are rendered
- Documents/Monitors mental health services to meet all clinical program and state requirements, including Short Doyle Medi-Cal requirements
- Collects data and prepares a variety of reports for the purpose of quality assurance and documenting progress toward measurable treatment goals
- Travels from site to site and/or performs necessary home visits for the purpose of providing direct treatment, consultation and collaboration for students and families.
- Travels on agency business for the purpose of providing mental health services to consumers, consumers' emergencies, and training for staff and other participants.

- Participates in other duties as assigned by the Behavioral Health Services Director for the purpose of assisting with program needs

Skills, Knowledge and/or Abilities Required:

Knowledge of:

- Applicable treatment needs of children with specific disorders/disabilities;
- Applied Behavior Analysis Intervention and assessment strategies;
- Basic principles and techniques of interviewing, counseling, psychotherapy and treatment modalities;
- diverse consumers' levels of acculturation and biculturalism;
- Language and cultural competency;
- Effective assessment techniques;
- Effective crisis intervention techniques;
- Effective techniques to analyze situations accurately and adopt an effective course of action;
- Effective techniques to maintain records and prepare reports;
- Effective techniques to work in teams with other mental health providers to support positive student growth;
- Effective techniques to work with diverse groups of students in varied socioeconomic and multi-cultural areas;
- Human behavior and development of students with special needs;
- Knowledge to conduct culturally proficient assessments and diagnose childhood disorders;
- Childhood abuse and trauma;
- Assessment of high-risk indicators in the children's and youth populations;
- Family systems theory and practice;
- Multicultural experience;
- The local community resources available to the consumer population and capability of strong collaboration/coordination with local providers of health and human services in the community;
- Laws and regulations as they pertain to consumers' legal rights;
- Laws, rules and regulations affecting the work of mental health and public social services agencies;
- Local socioeconomic conditions affecting the use of public and private community resources;
- Mental illness and effective treatment approaches to mental disorders;
- Normal growth and development of children;
- Office equipment including computers and related software applications;
- Oral and written communication skills;
- Pertinent law and regulations regarding health and social service programs, public, and special and/or alternative education laws;
- Pharmacology of medications and drug treatment;
- Principles and methods of counseling and accepted techniques for assessing psycho-social behavior;
- Psychological and social aspects and characteristics of children with physical disabilities, emotional and social disturbances;
- Record keeping procedures related to consumer charts, and of the Board of Behavioral Sciences licensing requirements;
- Technical aspects of field or specialty;
- Techniques for evaluating and monitoring family situations and problems including psycho-social and health/medical issues sufficient to assist in the development and implementation of treatment plans;
- Understanding of psychopathology and traditional healing practices within the cultural context of the population served;

Ability to:

- Analyze situations accurately and adopt an effective course of action;
- Communicate effectively, orally, and in writing;
- Conduct effective assessments and develop/monitor behavior-based interventions;
- Establish and maintain positive working relationships with students, staff, parents and other professionals with whom the clinic is transacting business, and relate to them in a professional manner;
- Establish workload priorities and meet guidelines;
- Maintain records and prepare reports;
- Operate standard office equipment including a personal computer and related software applications;
- Perform crisis intervention and/or assessment;
- Plan and organize workload;
- Promote student adjustment to schools and utilization of district/community services;
- Speak Spanish is desirable;
- Travel in and out of county using own vehicle;
- Use the equipment necessary to complete the responsibilities of the job;
- Work in teams with other mental health providers to support positive student growth;
- Work independently with little direction;
- Work with diverse groups of students in various socioeconomic and multi-cultural areas.

Responsibilities include: working under direct supervision using standardized procedures; providing information and /or advising others; and tracking budget expenditures. Utilization of resources from other work unites is often required to perform the job's functions. There is a continual opportunity to impact the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing: some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations in a generally hazard free environment.

Experience Required:

- Job-related experience within specialized field is required.

Education Required:

- Master's degree in job-related area.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California driver's license and proof of automobile insurance.

- Department of Justice and FBI Fingerprint Response.

Additional Requirements:

For a Clinician I → Current California Board of Behavioral Sciences Intern registration or Psychologist intern.

For a Clinician II → Plus documentation of completion of supervised internship hours.

For a Clinician III → Licensed as an LCSW, MFT, or Clinical Psychologist.

FLSA Status: Exempt

October 2015

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.