

MENTAL HEALTH SPECIALIST II

Class Code: 529

Range: E/22

Definition: Under supervision, to assess and evaluate client eligibility for mental health services; perform crisis services and individual and group counseling; perform involuntary commitment services; and other related work as required.

Distinguishing Features: This is the second level classification in the Mental Health Specialist series. Employees at this level perform many of the same tasks performed at the lower level with additional and greater depth of responsibilities, such as coordination of subprograms as well as an element of a mental health program, more direct involvement with crisis services and involuntary commitment services, more complex consultation to agencies, and writing of reports and records. May provide basic technical and functional guidance to lower level staff. Employees receive direction and guidance from higher level positions.

Examples Of Essential Position Duties

The following duties represent the principal duties, however, they are not all-inclusive. Other duties may be required and assigned.

- C Provide screening, evaluation and eligibility determination, crisis intervention, case management services and/or involuntary commitment services
- C Develop and/or coordinate client treatment plans and services; assess client problems and make referrals; schedule some client appointments for various services; transport clients; assist clients complete forms.
- C Conduct home visits; provide guidance to individuals and groups; provide education, skills training, outreach and support to clients and families as necessary.
- C Provide in depth consultation, education, information and resource advocacy to agencies in the community which routinely come in contact with individuals in crisis
- C Maintain liaison with key community agencies that serve people with mental health problems and developmental disabilities, as assigned.
- C Prepare and maintain required records, progress notes and files; prepare reports as needed.
- C May coordinate a subprogram; assist with program planning activities, designing program services and coordinating activities with assigned staff, coordinate an element of a mental health program.
- C May provide guidance and direction to lower level positions for clarifying, interpreting and problem solving moderately complex issues; may provide training or orientation to lower level employees.

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties.

- C Serve on committees; performs other duties and responsibilities as assigned.

Qualifications

Minimum Qualifications: A combination of education and experience equivalent to the completion of a bachelors degree in social work, psychology, nursing or related field. Three years progressively responsible experience in the delivery of mental health and/or social services.

Knowledge, Skills and Abilities: Requires a knowledge of the techniques and procedures used in evaluating, modifying and motivating human behavior; case management methods; rules, laws, regulations and ethics of mental health services and treatment; community services and resources. Ability to assess status of individuals and families for services and needs; write concise and accurate progress notes and reports; coordinate treatment plan; provide basic individual and group counseling; maintain confidentiality; establish and maintain cooperative working relationships with those contacted in the course of work.

Special Requirements: *Performance of the essential duties of this position include the following physical demands and/or working conditions:*

Ability to work in an office environment; requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area to another; may require some moderate lifting, bending, reaching, kneeling and some climbing of stairs; sufficient hand/eye coordination to perform semi-skilled repetitive movements such as operating office equipment; may have slight exposure to communicable diseases and hazardous material.

License or Certificate:

Current and valid state driver's license.