



Qualified Mental Health Professional II

Class code: 523

Employee Group: SEIU

Salary Range: 26

I. Position Summary

Under general direction, to act as clinical overseer by instructing and mentoring clinical providers in the provision of a full range of treatment services to mental health clients; to ensure quality clinical services are being provided by team members, including review of assessments and diagnosis, treatment plans, delivery of services and evaluation of clinical outcomes; and, other related work as required.

II. Distinguishing Features

This is the advanced journey level in the Qualified Mental Health Professional series. Incumbents perform a full range of duties with only occasional instruction or assistance. Responsibilities cover a full range of complex professional tasks. Employees are expected to work in an independent and professional manner and possess a significant level of specialized and functional expertise. This classification requires that employee exercise independent judgment in performance of duties and work within broad procedural framework. Employees may review the work of other employees or subcontractors. Under the general direction of a manager, employees provide clinical oversight, direction, training and guidance to other professional staff.

III. Examples of Essential Position Duties

- Provides clinical direction and consultation regarding comprehensive screening, assessment of client problems, diagnoses, crisis services determination and referrals as appropriate.
- Provides clinical direction and consultation with therapists in individual and group oversight settings to review the development and coordination of client treatment plans and services. Signs-off on treatment services which are provided by non-licensed or probationary clinical staff.
- Provides clinical direction and consultation to clinical staff with clients presenting as complex or acute.
- Identifies, monitors and follows high-risk clients, reporting to manager as appropriate.
- Identifies professional developmental needs of clinical providers, ensure appropriate clinical training of staff occurs; makes recommendations to manager related to clinical staff training needs or clinical performance concerns.
- Monitors employee's clinical performance and effectiveness to ensure services are performed with a high level of clinical expertise and professionalism; confirm that services and documentation meet the client's needs as well as the requirements of federal, state and regional compliance standards; evaluates for overall program success of clinical outcomes; monitors program resources and financial expenditures as directed.
- Summarizes data and prepare written and oral reports; present information about the program, data and results to appropriate groups.
- Makes recommendations for corrections to policies and procedures as needed to meet the program objectives.
- May carry a direct services caseload and provide clinical services to clients and their families.
- Maintains knowledge of current research, trends and practices applicable to assigned program by attending classes, conferences and workshops as appropriate.

Jackson County – Qualified Mental Health Professional II

Page 2 of 3

- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Requires a knowledge of the techniques and procedures used in evaluating, modifying and motivating human behavior; rules, laws, regulations and ethics of mental health services and treatment; and community services and resources. Ability to assess status of individuals and families for services and needs; write concise, timely and accurate progress notes and reports; coordinate treatment plan; ability to evaluate whether diagnosis and treatment plan documentation is appropriate and complete; provide individual and group counseling; maintain confidentiality; provide ethical leadership, training, and team building to employees within the program, participate as an active member of a cohesive work group; work independently and as a team member; exercise initiative, tact and good judgment in dealing with people from various backgrounds; provide support and guidance to clients and family members; handle multi-task situations well; understand and carry out detailed instructions of a technical and professional nature; understand and use basic mathematics to compute totals; operate office equipment including a computer and basic medical equipment; read and understand medical reference manuals, equipment manuals, etc.; maintain records with accuracy and confidentiality; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work; communicate effectively and sensitively with patients; respond professionally and responsibly in crisis, emergency or dangerous situations.

V. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

Education and Experience

- A Master's Degree in psychology, social work, recreational therapy, art therapy, music therapy, or related behavioral science field AND two year's experience in a progressively responsible supervisory or leadership role.

Licenses, Certificates and Other

Must have a valid Oregon driver's license with an acceptable driving record. Licensed as a clinician in Oregon.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Ability to work in an office environment; to coordinate hands and feet in performing simple movements, such as bending, reaching and grasping; to exert physical effort in sedentary to light work involving moving from one area of the facility to another, reaching, kneeling, climbing of stairs and standing for extended periods of time. Requires sufficient strength and coordination for lifting, pushing, pulling and/or carrying the weight of equipment as well as sufficient hand/eye coordination to perform semi-skilled repetitive movements such as operating office equipment. Requires the ability to operate a motor

Jackson County – Qualified Mental Health Professional II

Page 3 of 3

vehicle. Sensory requirements include sound, odor and visual perception and discrimination, as well as oral communications ability.

Working Environments

Work is generally performed in an office environment and may include exposure to disruptive people and communicable diseases.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 7/15