



Qualified Mental Health
Professional I
Class code: 522
Employee Group: SEIU
Salary Range: 24

I. Position Summary

Under direction, to provide comprehensive mental health treatment as part of a multi-disciplinary team; assess family, cultural, social and work relationships; conduct mental status examinations; identify current DSM diagnoses; write and supervise the implementation of an Individual Services and Support Plan (ISSP); provide individual, family and/or group therapy within scope of training; and, other related work as required.

II. Distinguishing Features

This is the entry/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.

III. Examples of Essential Position Duties

- Completes comprehensive mental health assessment.
- Develops and/or coordinate client Individual Services and Support Plans; as appropriate, makes referrals to other services or community agencies to meet client need.
- Provides specialized individual, family and/or group counseling and therapy, education, outreach and support to clients and families as necessary.
- Provides consultation, education, information and resource advocacy to agencies in the community which routinely come in contact with clients; maintains liaison with key community agencies that serve people with mental illness.
- Prepares and maintains required records, progress notes and files; prepares reports as needed.
- Completes appropriate billing and encountering of time spent in delivery of client services.
- Assists with program planning activities, designing program services and coordinating activities with assigned staff.
- Maintains knowledge of current research, trends and practices applicable to assigned program by attending classes, conferences and workshops as appropriate.
- Serves on committees; performs other duties and responsibilities as assigned.
- 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; case management methods; 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 and accurate progress notes and reports; coordinate treatment plan; provide individual and group counseling; maintain confidentiality; participate as an active member of a cohesive work groups; 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.

Licenses, Certificates and Other

Must have a valid Oregon driver's license with an acceptable driving record. If not currently licensed as stated below, must register as an intern and have an approved Plan for Supervised Work Experience or have a complete application and an approved Resident Supervision Contract with the appropriate Oregon licensing board within one (1) year of date of hire. Must be licensed as a clinical social worker (LCSW), psychologist, professional counselor (LPC), or marriage and family therapist (LMFT) in Oregon within five (5) years of date of hire.

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 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: 7/18