



CLASSIFICATION NO. 591
Revised: 2/79, 9/16, 4/24
FLSA: Exempt
EEO: 2

MENTAL HEALTH SPECIALIST 1

CLASS CHARACTERISTICS

Under general supervision, to provide a variety of professional counseling and program services to individuals receiving mental and/or behavioral health services and their families; to participate as an effective member on a diagnostic team of mental health professionals which conduct evaluations, service/treatment planning, and placement for clients; to participate in one or more programs within the system to provide services; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Mental Health Specialist series is primarily oriented to performing professional-level program services for clients in the local community. Services include: family, group, and individual therapy, treatment planning and evaluation, and coordinating treatment or other educational/consultative services with community agencies and programs.

Mental Health Specialist 1 is the first working level in the Mental Health Specialist series. Incumbents are assigned a broad range of caseloads and duties involving assessment and treatment procedures or consisting of severe mental and/or substance use disorders which require a high level of proficiency for effective treatment. Incumbents are not considered independent practitioners as they are not licensed, and service/treatment plans must be approved by a licensed mental health professional.

The Mental Health Specialist 1 differs from the higher-level Mental Health Specialist 2 which is a licensed Mental Health Professional. Advancement to Mental Health Specialist 2 is predicated upon mental health licensure by a recognized governing board in Oregon. It also differs from the Mental Health Services Coordinator which is primarily responsible for the coordination of services within a system of care for clients with complex mental and/or behavioral health needs and does not provide individual, family or group therapy services nor does it require designation as a Qualified Mental Health Professional (QMHP).

TYPICAL TASKS

Duties may include but are not limited to:

1. Assesses individuals receiving services through intakes and other interviews to determine diagnosis and treatment needs; collects and evaluates critical information presented by client or other informants; examines history and current mental status.
2. Recommends service/treatment plans for approval by a licensed Mental Health Professional to meet specific requirements of clients; reviews treatment options with client; prepares documents and findings within electronic health record system(s) in accordance with OAR and Division procedures.

3. Provides planned individual, group and family psychotherapeutic services to clients and their families; enters and maintains documentation of services provided in Electronic Health Record system(s) in accordance with OAR and Division procedures; implements Feedback Informed Treatment (FIT) in clinical work.
4. Works as a key member of a diagnostic team consisting of physicians, psychologists, and other mental and/or behavioral health professionals; makes referrals to other community clinics, agencies, or care facilities; reviews client status, diagnosis, evaluations, service plans, treatment objectives and client outcomes with diagnostic team, supervisors and other health care professionals as appropriate; utilize FIT database for client outcomes and to guide clinical treatment; provides case-specific consultation to other staff members, providers, families and/or community agencies; provides clinical consultation to students, and volunteers.
5. May work as a consultant or trainer to staff, student interns, volunteers, other individuals, other agency personnel, interested community groups or staff at institutions; provides mental health and chemical dependency education and training to other staff, outside professionals, family members and the community; may represent the agency on internal or external committees as appropriate; may act as liaison for specific projects or contract services.
6. Prepares client evaluations, writes case summaries, reports, and letters and maintains case records; completes program-related assignments as required.
7. May provide crisis assessment and intervention to individuals receiving services and residents of Clackamas County and their families via telephone, in clinics or in the community as part of a 24/7 crisis response system.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Accepted principles and theories of human behavior, personality and development, and social interaction and development; techniques and procedures employed in diagnosing, evaluating, modifying and motivating human behavior; principles and techniques of group and individual therapy; principles and methods of community intervention; techniques of identifying and utilizing community resources; case management methods and techniques; rules, laws, regulations, and ethics governing the treatment of mental patients and clients; office equipment, including personal computers and software programs.

Skill to: Apply social and psychological theories of behavior and personality to the treatment of difficult mental and emotional disorders and handicaps; diagnose, evaluate and implement a treatment plan and monitor the client's progress toward established goals; analyze and evaluate social, psychological, and physical factors affecting clients and their families; treat clients and their families in order to enhance their social, psychological, and physical functioning; communicate effectively, both orally and in writing; make formal presentations to the public, community groups, and other mental health professionals; work effectively as a member of a professional mental health team to diagnose and treat clients; keep accurate and timely records; operate computer software and other office equipment; establish and maintain effective relationships.

WORKING CONDITIONS

Incumbents work with varied socioeconomic groups, the mentally ill, the developmentally disabled, alcohol and substance abusing clients and their families.

May be required to participate in 24-hour/day crisis program services.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Meet the definition of Qualified Medical Health Professional (QMHP) by having the minimum education requirements as established by the State of Oregon Mental Health Division.
- Positions within Health Centers must possess and maintain a Basic Life Support (BLS) certificate.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Positions within the Behavioral Health Division's Mobile Crisis Response Team must obtain a CPR/First Aid certificate within six (6) months of hire.

Positions within Health Centers must obtain licensure as a Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), Psychologist, or Licensed Professional Counselor (LPC) within three (3) years of hire.

OTHER INFORMATION

The Mental Health Specialist 1 is part of a promotional path. Incumbents in the Mental Health Specialist 1 classification will be promoted to the Mental Health Specialist 2 classification upon satisfactory completion of an approved promotional plan which includes obtaining licensure noted about within three (3) years of hire.

Edited: 5/20