



CLASSIFICATION NO. 594  
Revised: 6/83, 9/16  
Reactivated & Revised: 12/10  
FLSA: Exempt  
EEO: 2

## **MENTAL HEALTH SPECIALIST 3**

### **CLASS CHARACTERISTICS**

Under general direction, to act as a lead worker to staff and provide clinical supervision to mental health professionals; to perform a variety of advanced, specialized clinical/treatment services for individuals receiving services and their families; 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; diagnosis, treatment planning and evaluation; and coordinating treatment or other educational/consultative services with community agencies and programs.

Mental Health Specialist 3 is the highest level in the series and acts as the lead clinician in specific treatment areas requiring advanced training or expertise. As an independent therapist or service provider, Mental Health Specialist 3 is distinguished from Mental Health Specialist 2 by its role as a lead worker over lower level professional and paraprofessional staff.

Mental Health Specialist 3 differs from Mental Health Program Supervisor, which has broad administrative and policy development responsibilities, and functions as the supervisor of assigned staff.

### **TYPICAL TASKS**

Duties may include but are not limited to:

1. Provides group, individual, and family therapy in a clinic setting to treat a wide range of serious mental/emotional/behavioral disorders; conducts intake interviews, diagnoses type and severity of emotional/mental disorders; develops diagnostic evaluations and treatment plans for clients; assumes cases involving complex diagnostic or treatment techniques.
2. Acts as a lead worker in providing clinical supervision and assistance to junior staff members; reviews/evaluates treatment plans and therapeutic techniques of other staff; analyzes clients' symptoms and advises less experienced personnel on appropriate treatment, changes in treatment plan, or diagnosis.
3. Acts as lead worker in the supervision and planning of a specific program component or unit within the Mental Health Program; assigns, schedules and reviews the work of lower level professional and paraprofessional staff; coordinates and assists in the training and supervision of other staff; assists in the evaluation of employee performance, and of program methods and procedures; maintains/monitors case files.

4. Participates in providing crisis services via telephone duty and 24-hour emergency services or as needed in the clinics.
5. Meets with other community agencies, social services, and professionals to ensure satisfactory coordination and utilization of services provided; coordinates court referrals with partner agencies.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Accepted principles and methods of community intervention and technique of identifying and utilizing community resources to treat mental health clients; theories, principles, and techniques of group, family, and individual therapy, techniques and procedures employed in evaluating, modifying and motivating human behavior; principles and methods of diagnosing emotional, behavioral, mental or developmental problems; rules, laws, regulations and ethics governing the treatment of mental health patients and clients; confidentiality requirements required by HIPAA and 42 CFR Part 2 and OAR's; theories of human behavior and personality development; social psychological and physical causes of mental disorders; diagnostic treatment planning and evaluation activities; principles of case management and case supervision: principles of treatment courts.

Working knowledge of: Basic methods and techniques of supervision; office equipment, including personal computers and software programs.

Substantial skill to: Apply social and psychological theories of behavior and personality to the diagnosis and treatment of mental health clients and patients; analyze available behavioral and historic data on patients and make accurate diagnostic/treatment decisions; conduct group, family, and individual therapy; communicate effectively, both orally and in writing, prepare clear and concise written reports and evaluations and make effective verbal presentations.

Skill to: Supervise, review and evaluate therapeutic techniques of lower level mental health personnel; supervise a small program consisting of staff with varied experience and training; operate computer software and other office equipment; establish and maintain effective working relationships.

### **WORKING CONDITIONS**

Incumbents work with varied socioeconomic groups, the mentally ill, the developmentally disabled, alcoholic 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 three (3) years 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.

- Licensure granted by the State of Oregon to practice as a Psychiatrist, Psychologist, Licensed Clinical Social Worker, Licensed Professional Counselor, or a Licensed Marriage and Family Therapist.
- Designation as a "Qualified Mental Health Professional" as established by the State of Oregon Mental Health Division.
- Must meet experience guidelines as written in the State of Oregon's OAR 309-019-0125 in order to provide mental health clinical supervision.
- Some positions require eligibility to be certified as a Certified Alcohol and Drug Counselor (CADC) and/or 60 hours of addictions treatment training.
- 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.

Edited: 11/18