

Sierra County Job Classification

Class Title: Sr. Mental Health Counselor

Class Code: 41 – Topography A

Status:

DEFINITION Under general supervision of the Deputy Director Mental Health/Drug/Alcohol, provides mental health treatment and prevention services. Conducts individual and group counseling services, conducts mental health assessments and develops treatment plans.

DISTINGUISHING CHARACTERISTICS This is the principal level position for the Mental Health Counselor classification

REPORTS TO: Deputy Director, Mental Health/Alcohol/Drug programs

CLASSIFICATIONS SUPERVISED May supervise lower level positions in this series

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

- Works as part of the Department of Human Services treatment team by providing mental health services
- Works collaboratively with other community treatment providers
- Administers mental health treatment assessment instruments
- Develops and implements mental health treatment plans
- Serves as liaison for contract in-patient treatment providers
- Prepares and maintains client case records
- Prepares written reports for courts and probation department
- Performs other related duties as assigned by supervisor
- Participates in agency on-call crisis intervention service
- Participates in the development of mental health treatment/prevention programs
- Evaluates program effectiveness and makes recommendations for program improvement
- Prepares and deliver presentations on mental health issues

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers and FAX, drive vehicle for moderate distances in varying weather conditions.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; Frequent contact with the public and other staff.

DESIRABLE QUALIFICATIONS

The successful candidate would possess a combination of the following related education and experience in Behavioral Health Care as follows:

- Possess a valid license as Mental Health Counselor 10 points max
- Have a Bachelors degree in Behavioral Science 14 points max
- Have a Graduate degree in Behavioral Science extra 4 points

- Completed substantial work in college courses in:
Behavioral Science 8 points max
- Have substantial relevant work experience with
progressive advancement 20 points max
- Have relevant supervisory responsibility and experience 5 points max

In addition, the successful candidate should possess the following knowledge and special skills for a maximum of 4 points:

- Principles and practices of Mental Health Treatment / Prevention

Minimum points needed for consideration for employment : **47 points**

- DESIRABLE QUALIFICATIONS (continued)

This class specification list the major duties and requirements for this position and is not an all-inclusive list. Employees in this position may be expected to perform additional job duties related to those set out above and to the types of activities and functions of the employing department and may be required to have additional job related knowledge and skills.

Ability to:

- Communicate effectively verbally and in writing
- Establish and maintain cooperative working relationships
- Organize workload and set priorities

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Graduation from college with a Master's Degree in Behavioral Science related field
- Possession of Mental Health Treatment Provider License
- Six years of relevant work experience

Special Requirements:

- Must be able to participate in agency crisis on-call team
- Must have a valid driver's license
- Must have licensure as LCSW, MFCC or Clinical Psychologist

Reviewed by:

Personnel Director

Date

Assessor

Date

I. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate box which indicates how often you perform the activity.

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed) E=Daily (From 0-1 hours per day)
 B=Seldom (On a quarterly to yearly basis) F=Daily (From 1-4 hours per day)
 C=Occasionally (On a monthly/bi-monthly basis) G=Daily (From 4-8+ hours per day)
 D=Frequently (On a weekly basis)

ACTIVITY			FREQUENCY							
			A	B	C	D	E	F	G	
1.	CLIMBING	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and/or hands and arms.		X						
2.	STOOPING	Bending body downward and forward by bending spine at waist.		X						
3.	KNEELING	Bending legs at knee to come to rest on a knee or knees.		X						
4.	CROUCH	Bending the body downward and forward by bending leg and spine.		X						
5.	CRAWLING	Moving about on hands and knees or hands and feet.	X							
6.	REACHING	Extending hand(s) and arm(s) in any direction.								X
7.	STANDING	Standing for long periods of time.					X			
8.	WALKING	Moving about on foot.							X	
9.	SITTING	Sits for extended periods of time.							X	
10.	PUSHING	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.		X						
11.	PULLING	Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.			X					
12.	FINGER DEXTERITY	Picking, pinching, typing, or otherwise primarily working with fingers rather than the whole hand or arm.				X				
13.	GRASPING	Applying pressure to an object with the fingers and palm.				X				
14.	FEELING	Perceiving attributes of objects, such as size, shape, temperature, texture, by touching with skin	X							
15.	TALKING	Expressing or exchanging ideas by means of the spoken word.								X
16.	HEARING	Receive detailed information through oral communication.								X
17.	BALANCING	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces (exceeds that needed for ordinary locomotion and maintenance of body equilibrium).		X						

II. ESSENTIAL FUNCTIONS (ADA)

VISUAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate box which indicates how often you perform the activity.

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

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ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Work performed requires the ability to see distances under 12 inches.		X					
2.	Work performed requires the ability to see at an arm's length.							X
3.	Work performed requires the ability to see distances over 20 feet.							X
4.	Work performed requires the use of both eyes (field of vision).							X
5.	Work performed requires the ability to distinguish basic colors.						X	
6.	Work performed requires the ability to distinguish shades of color.				X			
7.	Work performed requires depth perception.							X

OTHER FUNCTIONAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate boxes which indicate how often you perform the activity.

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Operates truck, tractor motor vehicle, forklift or other moving equipment.	X						
2.	Repetitive use of foot control. right only	X						
	left only	X						
	both							X
3.	Repetitive use of hands. right only	X						
	left only	X						
	both							X

III. ESSENTIAL FUNCTIONS (ADA)

WORKING CONDITIONS:

Directions: Please review the definitions and check the appropriate box which indicates how often you work under the conditions.

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

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C=Occasionally (On a monthly/bi-monthly basis)

G=Daily (From 4-8+ hours per day)

D=Frequently (On a weekly basis)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Works outside in various types of weather.		X					
2.	Works inside.							X
3.	Works in extreme cold, below 32 degrees F, for more than 1 hour.	X						
4.	Works in extreme heat, above 100 degrees F, for more than 1 hour.	X						
5.	Worker is subject to vibration (oscillating movements of the extremities or whole body).	X						
6.	Works in excessive humidity.	X						
7.	Works in a dry atmosphere.						X	
8.	Works in environment with constant noise (to cause worker to shout to be heard).						X	
9.	Exposed to dust.		X					
10.	Exposed to silica.		X					
11.	Exposed to fumes, smoke, or gases (anesthetic gases, ethylene oxide, etc.)	X						
12.	Exposed to grease and oils (air and/or skin exposure).	X						
13.	Exposed to electrical energy.						X	
14.	Exposed to pesticides.	X						
15.	Exposed to solvents or other chemicals. (Specify types of chemicals--air and/or skin exposure)	X						
16.	Works on slippery or uneven surfaces.			X				
17.	Works around machinery with moving parts or stationary equipment.	X						
18.	Works around moving objects or vehicles.		X					
19.	Works on ladders or scaffolding.	X						
20.	Works below ground.	X						
21.	Works with hands in water.	X						
22.	Works in confined spaces.		X					
23.	Other - Specify							

IV. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL EXERTION:

Directions: If exertion varies, check one or more boxes. Indicate weights, if applicable, and/or the hours per day the exertion is required.

		ACTIVITY					WEIGHT/HOURS PER DAY	
		Up to 10 lbs.	11-25 lbs.	26-50 lbs.	51-75 lbs.	76-100 lbs.	Over 100 lbs.	# hours per day
1.	LIFTING		X					.
2.	CARRYING		X					.
3.	PUSHING		X					.
4.	PULLING		X					.
5.	REACHING		X					.
6.	OTHER (Specify)							