



LANE COUNTY
B068B, B012B
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MENTAL HEALTH SPECIALIST 1 - Bilingual MENTAL HEALTH SPECIALIST 2 - Bilingual

CLASS SUMMARY: To provide professional level mental health assessment and treatment services to clients who have mental illnesses or mental disorders; and to perform related duties as assigned.

CLASS CHARACTERISTICS:

Mental Health Specialist 1: This is the entry-level classification in the Mental Health Specialist series. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence. This class is distinguished from the Mental Health Specialist 2 in that the latter is assigned work or caseloads of greater difficulty and complexity.

Mental Health Specialist 2: This is the journey level in the Mental Health Specialist series. As experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence. This class is distinguished from the Senior Mental Health Specialist in that the latter assesses the more immediate or crisis cases.

SUPERVISION RECEIVED:

Mental Health Specialist 1

Receives direction from assigned supervisory or management personnel, and may receive technical and functional supervision from designated staff.

Mental Health Specialist 2

Receives direction from assigned personnel. May exercise technical and functional supervision over assigned staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	<u>Mental Health Specialist 1</u> Collaborates in the provision of mental health services to clients who may have mental illness or mental disorders, to include substance use disorders or psychosexual disorders.
2.	Screens and evaluates referred clients to determine whether clients have a mental illness or disorder, and meet criteria for eligibility for program services.

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3.	Performs assessments of referred clients to assess mental health needs; completes client interviews, obtains social, emotional, criminal and substance abuse histories, identifies client needs, and assesses treatment options; under supervision, conducts mental status evaluations using approved diagnostic manual.
4.	Assists in the preparation of written reports with diagnostic impressions for review by psychiatrist / physician.
5.	Works with clients to establish goals and objectives and determines treatment methods.
6.	Provides individual and group counseling; guides clients in obtaining insight into their emotional problems and in changing behavior patterns; works with short- and long-term cases.
7.	Refers clients to outside agencies for additional social, economic, and medical services as needed; coordinates client service provision.
8.	Observes clients using prescribed medications for possible side effects and for effectiveness of medications, and may refer clients to physicians/psychiatrists.
9.	Assists in the preparation of reports to courts regarding sentencing alternatives, treatment options and client progress.
10.	Monitors client payment records and billing information, and sets payment schedules with clients.
11.	Maintains detailed, up to date and accurate records of all client evaluations, therapy sessions, consultations, treatment plans, progress notes and other information; prepares summaries and evaluation reports.
12.	Interviews relatives of patients applying for services to obtain psychological histories, present behavior and personal and social factors.
13.	May perform other related duties as assigned.
	<u>Mental Health Specialist 2</u> - In addition to the duties describe above, the Mental Health Specialist 2:
14.	Provides individual and group counseling; guides clients in obtaining insight into their emotional problems and in changing behavior patterns; works with short- and long-term cases of a difficult nature.
15.	Interviews relatives of patients applying for services to obtain psychological histories, and interprets data regarding prior mental health problems, present behavior and personal and social factors.
16.	Develops written comprehensive community treatment plans based on identified needs; works with clients to establish goals and objectives and determines treatment methods.

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17.	Acts as special consultant to other community agencies serving patients with significant mental health needs.
18.	Serves as expert witness and consultant in civil and criminal proceedings; provides reports to courts regarding sentencing alternatives, treatment options and client progress.
19.	Serves as liaison with hospitals on screening and discharge planning for patients.

Knowledge of (position requirements at entry):

Mental Health Specialist 1

- Theories, principles, practice and techniques of mental health assessment and counseling.
- Community mental health programs and services and their procedures and practices.
- Techniques, tests, and procedures employed in evaluating, modifying and modifying behavior.
- Basic laws, rules and regulations governing the assessment and treatment of mental health clients.
- Techniques of identifying patterns of alcohol, drug issues, and treatment methods.
- Principles and techniques of effective group and individual therapy.

Mental Health Specialist 2

- Principles, practices and techniques of mental health assessment and treatment including the social, emotional and behavioral aspects of mental illness, addictive and/or psychosexual disorders.
- Community mental health programs and services and their procedures and practices.
- Psychological testing procedures and the interpretation of results.
- Laws, rules and regulations governing the assessment and treatment of mental health clients.
- Clinical manifestation and patterns of chemical dependency, and chemical dependency treatment methods and practices.
- Group dynamics and the theories and practices of group therapy.

Skills in (position requirements at entry):

Mental Health Specialist 1

- Assess mental, addictive, and psychosexual disorders within the scope of mental health services provided by Lane County.
- Counsel and negotiate with clients to provide an effective treatment plan as a member of a professional mental health team.
- Coordinate efforts with other specialists, agencies and organizations.
- Provide treatment within the scope of a clearly defined law, regulation or program definition.
- Utilize community resources in a mental health or substance abuse or other related rehabilitation program.
- Present and discuss topics in front of a group of clients, staff or the public.
- Interview clients and their families to determine psychological history, assess eligibility and determine treatments, needs and options.
- Establish and maintain effective working relationships with those contacted in the course of work.

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Mental Health Specialist 1 and 2 – Bilingual (Continued)

- Communicate clearly and concisely, both orally and in writing.

Mental Health Specialist 2 - In addition to the abilities described above the Mental Health Specialist 2 will:

- Assess and treat a variety of mental, addictive, and psychosexual disorders within the scope of mental health services provided by Lane County.
- Present and discuss topics in front of a group of clients, staff or the public, and lead the group to an appropriate conclusion.

Training and Experience (positions in this class typically require):

Master's degree from an accredited college or university with major course work in a mental health field, psychology, counseling, social work or a related field.

Mental Health Specialist 1

One year of some experience working directly with mentally or emotionally disturbed clients in the provision of behavioral health services is highly desirable.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Mental Health Specialist 2

Two years of responsible professional mental health experience, including one year of experience specific to the program or area of assignment.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

Some positions may require QMHP designation. Some positions may require special certification.

Mental Health and Addictions Certification Board of Oregon (MHACBO) Certification.

BILINGUAL “B”

Bilingual designation is an adjunct classification.

Languages: **Spanish, Russian**

CLASS SUMMARY: To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify; they have successfully passed a test demonstrating proficiency in both English and the other language administered by the County. The need for the use of the second language in the performance of job duties in this classification has been identified.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) In addition to the regular knowledge, skills, and abilities required of the employee’s main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:

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| 1. | Interpreting between English speakers and LEP persons. |
| 2. | Orally translating documents. |
| 3. | Providing oral assistance. |
| 4. | Providing written assistance, including some written document translation |

Knowledge of (position requirements at entry):

- Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

Skills in (position requirements at entry):

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

Training and Experience (positions in this class typically require):

An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.

NOTE: These positions are represented by AFSCME Local 2831.

Classification History:

Established per Board Order 06-1-11-4. Deminimis changes adding equivalency language, clarifying supervision and QMHP designation approved via email 3/17/06 by Acting County Administrator. Flex series established per Board Order 17-10-17-05. De minimus change adding Russian language 12/15/17
FLSA Status: Exempt.