

MENTAL HEALTH COUNSELOR I - II

DEFINITION

Under general supervision, as part of a treatment team, Mental Health Counselor (MHC) I - II provides high quality, trauma-informed behavioral health services to assigned participants and their families; under the guidance of clinical supervision, develops treatment plans and delivers therapeutic services and care coordination ; manages an assigned caseload of children, youth and young adults and their families; provides coordination of care with other staff, programs, and agencies related to treatment needs and plans; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Provides no direct supervision over staff.

CLASS CHARACTERISTICS

MHC I - II is responsible for independently performing professional duties in support of therapeutic services and care coordination to a diverse population of youth and young adults experiencing behavioral health symptoms and their families, under the guidance of clinical supervision. The MHC I exercises some judgment and initiative in their assigned tasks and are fully aware of the operating procedures and policies of the program. The MHC I is distinguished from the MHC II in that the latter requires either current enrollment in a master's level psychology/social work/counseling program or a master's degree and eligibility for registration or licensure with the California Board of Behavioral Sciences (BBS). The MHC II more independently provides individual, group, and family counseling, routine and emergency assessment, crisis intervention, and related case management and treatment services.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodation so that qualified employees can perform the essential functions of the job.

Participant Services

- Under clinical supervision, provides developmentally appropriate therapeutic, behavioral, emotional, and biopsychosocial support and treatment by providing individual, group, and/or family interventions, rehabilitation, and treatment services consistent with the program's model, and involving multiple systems, planning, and coordination.
- Within scope of practice, screens, assesses, and treats a variety of participants with mental health disorders; collaborates with participants and implements individualized treatments plans and discharge plans according to participant needs and circumstances; reassesses routinely by conducting reviews of goals and priorities and makes recommendations for additional services if needed.
- Assists participants and family members in understanding behavioral health diagnosis or behavioral assessment, contributing factors/causes, rehabilitation, and treatment; educates participants and families about available and appropriate services, resources, and treatment options.
- Advocates on behalf of participants and families and supports and coaches participants to self-advocate.

- Screens participants for risk of danger to self or others; implements and adheres to safety plans.
- Works with participants to address stressors and barriers to treatment and/or social functioning; identifies and focuses on participant strengths and personal resources to effectively engage and treat the participant; teaches participants use of effective tools for addressing challenging behaviors.
- Performs crisis intervention for participants; evaluates individuals to identify level of stable behavior; provides support and assistance in problem resolution.
- Meets/exceeds position target for participant contact hours/direct productivity.

Case Management/Coordination

- Provides resources and referrals to address basic needs and other barriers to wellness and recovery.

Documentation/Administration

- Completes, maintains, and submits accurate, detailed, and thorough documentation, case records, and notes of all billable and non-billable activities and services related to participant services delivered; ensures documentation complies with county, state, and federal and/or funder guidelines.
- Observes and complies with all Fred Finch Youth and Family Services (FF) mandated safety rules, regulations, and protocols.

Compliance

- Maintains professional boundaries and adheres to all professional ethical standards including abuse reporting and maintenance of participant confidentiality.
- Understands, interprets, and applies all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

QUALIFICATIONS

Knowledge of:

- Critical thinking skills to assess situations, identify problems and develop effective solutions.
- Risk assessment, including danger to self or others, and effective community-based interventions for those with high risk.
- Program target population (Example: intellectually disabled, homeless, teens or young adults, seriously emotionally disturbed).
- Program modality (example: school-based, residential, mobile/community-based, wraparound, etc).
- Individual/family/group behavioral treatment methods for target population of program.

Ability to:

- Communicate effectively verbally and in writing with participants and their families, co-workers, and community agencies.
- Write clear and concise progress notes and other documentation (something like this can be changed to writing clear and concise information, since progress note training will be provided).
- Assess, triage, and organize work.
- Apply a strength-based, culturally responsive, trauma-informed, and flexible approach to supervision, participant, and community service, to support participant recovery, health, and wellness.
- Design, supervise, monitor, change, and discontinue individualized behavioral interventions for staff delivering behavioral services (e.g., TBS)

EDUCATION AND EXPERIENCE:

Education:

MHC I

- B.A. Degree from an accredited college/university in social work, psychology, sociology, or related field.
- MHC II either current enrollment in a master's level psychology/social work/counseling program or a master's degree in psychology/social work/counseling and eligibility for registration or licensure with the California Board of Behavioral Sciences (BBS)

Experience:

MHC I

- One (1) year of experience providing mental health, case management, behavioral health services, teaching, coaching, mentoring for youth or young adults and their families OR currently in a master's level counseling, psychology, or social work degree program.

MHC II

- One (1) year of internship experience providing mental health services in a behavioral health, clinic, residential, school-based, or community-based setting for children, youth, or young adults.

Licenses and Certifications:

- Possession of a valid California Driver's License, a satisfactory driving record, and a properly registered and insured vehicle, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When performing field work, must possess mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various sites throughout the FF service area; vision to observe participant behavior, signs of illness, and potential hazards. The job involves frequent walking to locate, assist, and deliver services to participants, with exposure to hazardous materials and waste in some locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and may be exposed to blood and bodily fluids, and other hazardous physical substances and fumes. Employees interact with participants with behavioral disorders who may display erratic and assaultive behavior, including those who require

emergency crisis intervention. Employees may also interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

WORKING CONDITIONS

- Some positions may require working varied shifts and/or alternate schedules as needed.
- Some positions may require employees to serve as members of FF’s on-call crisis intervention team and may be required to be available and respond to a crisis 24/7 during on-call rotation.

I have read and understand the duties and responsibilities of my position as a Mental Health Counselor I/II. I understand that this job description should in no way be construed as a contract for employment but rather it is intended to indicate the general nature and level of work to be performed. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to or from this job at any time. It is not designed to contain nor be interpreted as a comprehensive account of all the responsibilities and/or qualifications required of an employee assigned to this job. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Further, I understand that if I have any physical limitations or require any accommodation to perform the essential functions of my job, I must immediately inform my manager and/or Human Resources.

Signed: _____ Date: _____

Print Name: _____