

**ADAMS COUNTY
SUMMARY JOB DESCRIPTION**

**Position: Mental Health Professional DCR
Department: Integrated Health Care Services
Program: Mental Health
Annual Hours Worked: 2088**

**Position Number: 1040511
Salary: Masters: EE6
Salary: Bachelors: EE4
Class: EE6 Exempt
Class: EE4 Exempt - Hourly**

1.0 MAJOR FUNCTION AND PURPOSE

- 1.1 This classification, under the general direction of the Integrated Health Care Services Mental Health Clinical Director, functions as a Crisis Responder providing mental health services to individuals within the scope of their license.
- 1.2 Employees in this position function as mental health professionals, providing the full range of mental health services to clients, and will require considerable contact with local and state social service provider agencies and the public.

2.0 SUPERVISION RECEIVED

- 2.1 Persons in this position are given some discretion, within the scope of policy and regulations, in the routine performance of their duties.
- 2.2 Supervision and guidance are received from the Mental Health Clinical Director.

3.0 SUPERVISION EXERCISED

- 3.1 Persons in this position do not routinely supervise anyone.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

- 4.1 Functions as a MCR or DCR and provides involuntary and emergency treatment services including the monitoring and petitioning for LRA's within the scope of license.
- 4.2 Provides screening and triage services by telephone and face-to-face.
- 4.3 Develops individualized safety plans and treatment recommendations to ensure client and community safety.
- 4.4 Provides support to other agency clinicians in the form of consultation and assistance with joint outreach.
- 4.5 Facilitates authorization and extensions for hospitalization.
- 4.6 Performs other mental health evaluations including intake evaluations, school requested evaluations, jail requested evaluations, court ordered evaluations, etc.
- 4.7 Maintains familiarity with and handles client information in accordance with Federal Regulations (42 CFR, Part2), the Revised Code of Washington (RCW 71.05 and RCW 71.24) and other applicable laws pertaining to confidentiality of client and staff information.
- 4.8 Maintains physical security of confidential materials and assigned Agency property.
- 4.9 On call 24/7 as determined by clinical director.
- 4.10 Provides outpatient treatment in clinic settings and in emergency situations.
- 4.11 Persons carry a caseload of individuals.
- 4.12 Administers diagnostic services to potential outpatient clients to formulate treatment planning.
- 4.13 Administers crisis diagnostic services to determine possible involuntary commitments of person.
- 4.14 Provides mental health services to clients in crisis.
- 4.15 Provides referral services to appropriate outside treatment agencies.
- 4.16 Participates in case-staffing with peers.
- 4.17 Maintains sound clinical records with case-management practices required.
- 4.18 Participates during in-service training.

- 4.19 Provides specialized training to other agencies and community groups.
- 4.20 Complete all clinical documentation by the end of the current week services were provided.
- 4.21 Performs other duties as assigned.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

- 5.1 Ability of maintaining the quality of services to those service recipients receiving services under the Mental Health portion of the program.
- 5.2 Knowledge of Washington State's Civil Commitment Laws.
- 5.3 Demonstrated ability of individual and group counseling techniques.
- 5.4 Demonstrated knowledge of mental illness and the principles and practices of mental health and modern techniques for its treatment.
- 5.5 Knowledge of local and state regulations governing the provision of mental health services.
- 5.6 Knowledge of community resources.
- 5.7 Ability to manage a caseload of mental health clients.
- 5.8 Ability to effectively communicate complex and/or technical information to non-technical audiences, co-workers, and others.
- 5.9 Demonstrated knowledge of and be able to become proficient in the agencies electronic Client Information Systems (CIS)
- 5.10 Ability to compile and analyze information prepared in an effective written form, including correspondence, reports, articles, or other documentation.
- 5.11 Ability to maintain a high level of confidentiality.
- 5.12 Ability to work independently managing time and establish priorities; can communicate effectively and efficiently both orally and in writing.
- 5.13 Must be able to maintain effective working relationships with all IHCS staff, other professionals, agencies, consumers, and members of the public.
- 5.14 Duties require position to effectively convey technical information to non-technical audiences.
- 5.15 Excellent computer skills to include, but not limited to: Outlook, Microsoft Word, and Excel, must be able to utilize communications and equipment necessary to perform required duties.
- 5.16 Ability to use a typewriter, computer terminal, T.D.D. machine, calculator, and other office equipment standard to areas of assignment and to adapt to new and/or modified equipment which may be acquired.
- 5.17 Physical ability to perform the functions of the job.
- 5.18 Ability to adhere to all County and Departmental policies and procedures.

6.0 MINIMUM QUALIFICATIONS

- 6.1 Bachelor's degree in social services qualifies for Salary Schedule EE4
- 6.2 Master's degree in social services (MSW) qualifies for Salary Schedule EE6, or:
- 6.3 Master's Degree in related field with two (2) years of clinical experience in mental health counseling.
- 6.4 Valid Washington State's Driver's License.
- 6.5 Successful criminal background check.
- 6.6 Ability to obtain Washington State Agency Affiliated Counselor Certification within three (3) months of employment.

7.0 DESIRABLE QUALIFICATIONS AND ABILITIES

- 7.1 Training in Evidence Based Practices for youth and families
- 7.2 Mental Health Councilor License
- 7.3 Ability to read, write, speak, and understand the Spanish language.
- 7.4 Mental Health Specialist (See WAC and RCW) specific to children, geriatric, developmental disability, and ethnic minorities.
- 7.5 Two years of clinical experience in mental health counseling

8.0 WORK ENVIRONMENT AND PHYSICAL DEMANDS

- 8.1 Work is normally performed indoors in an office environment with many interruptions; however, the person is required to provide 24-hour crisis counseling which requires services to be delivered in the field.
- 8.2 The work schedule varies depending primarily on the needs of program participants, activities that may be scheduled beyond the control of program participants, and training opportunities that may arise.
- 8.3 Overnight travel may be required in some circumstances.
- 8.4 Extended work hours beyond the standard workday and frequent pressure due to schedule demands.
- 8.5 This job requires the independent ability to transport safely throughout the county to provide client and or agency services in outlying areas of the county.
- 8.6 A County vehicle may be available for use when conducting official business.
- 8.7 Employees may utilize their private vehicles in the performance of their duties and will be reimbursed for mileage.
- 8.8 Proof of personal auto insurance with acceptable liability amounts is required to utilize a personal vehicle for county business.
- 8.9 Acceptable liability amounts may be defined by Adams County or the appropriate risk pool.
- 8.10 This position requires persons to work various hours/days of the week and are expected to work a minimum of 40 hours per week.
- 8.11 The position requires flexibility of working all hours of the day and night, weekends, and holidays.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.
