



## CLASS SPECIFICATION

### Modoc County

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CLASS CODE:	4025-023
CLASS TITLE:	<b>Behavioral Health Case Management Specialist II</b>
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP:	254 (Step A-F \$3,462-\$4,418)

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#### **JOB SUMMARY:**

Under the direction of the Behavioral Health Branch Director or the Behavioral Health Clinical Supervisor, provides paraprofessional, non-medical recovery-oriented services to assigned individuals and groups.

#### **DISTINGUISHING CHARACTERISTICS:**

This is a Case Management position, not trained or licensed as a clinician, provides direct services to clients within the scope of training and experience. Reports to a Clinical Supervisor.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.*

#### **Behavioral Health Case Management Specialist I**

- Functions as a member of a clinical team(s) working together to address needs of clients who may present with co-occurring mental health, substance use, and/or physical health disorders.
- Provides case management services included as interventions in client treatment plans for assigned children and adult clients and their families.
- Provides rehabilitation services included in client treatment plans to assist clients and family members with skills for daily living.
- Develops and conducts seminars, workshops and a variety of outreach activities to inform and educate the community in behavioral health issues.
- Develops and presents prevention activities in schools and the community.
- Provides Behavioral Health prevention and early intervention services for individuals, families, and groups.
- Provides substance use counseling services for individuals, and facilitates substance use group education and counseling sessions.
- Functions as a member of treatment teams assigned to collaborative treatment courts, including but not limited to drug court.

- Provides emergency on-call service as assigned; conducts interventions and evaluations of individuals in crisis; initiates the provision of critical services based on the evaluation.
- Documents (paper and/or electronic records) clinical files and billing records for all client contacts, including contact with family or significant others, and consultations with other providers and agencies.
- Engages clients and family members in partner relationships to enhance clients' active participation in their recovery process.
- Assists clients to learn skills required to successfully achieve stability and personal independence.
- Supports and enhances clients' emotional and behavioral stability; explains nature of illness, procedures and treatments to clients, family, and significant others; provides advocacy as needed.
- Participates in multi-disciplinary team meetings to review client caseload, treatment, concerns, and recommendations; prepares and presents progress reports.
- Maintains cooperative professional relationships with agencies significant to the continuum of care for clients.
- Maintains expertise in field of service through participation in applicable educational opportunities.
- Conducts presentations and training to county staff, partner agencies, and the general public to introduce and communication the roles and functions of the behavioral health programs and/or provide education on a variety of topics related to behavioral health.
- Adheres to the standards of the Privacy Act of 1974 {USC, Sec 552A} as amended, and to 42 CFR; maintains and enforces all aspects of confidentiality of client information.
- Performs all other duties as assigned.

### **Behavioral Health Case Management Specialist II**

Performs all duties of a Case Manger I with the addition of:

- Provides mentoring, under the direction of the clinical supervisor, for Behavioral Health Case Manager I.
- May provide Behavioral Health prevention and early intervention services for individuals, families, and groups.

### **QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.*

### **KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):**

#### **Knowledge of:**

#### **Behavioral Health Case Management Specialist I**

- Pertinent Federal, State, and local laws, codes, rules, and regulations.

- County and department policies and procedures.
- Protocols, practices, and principles of case management and rehabilitation techniques and procedures in behavioral healthcare, to include mental health and substance use disorders.
- The most current edition of the Diagnostic and Statistical Manual (DSM).
- Principles and practices of legal, ethical, and professional rules of conduct.
- Principles of file systems, case files and records management.
- Current issues in the field of behavioral health.
- Computer applications related to work.
- Social, medical, educational, and other resources available in the local community.

### **Behavioral Health Case Management Specialist I**

- All of above to include protocols, practices and principles of medication management techniques and procedures in behavioral healthcare.

### **Ability to:**

- Understanding and applying relevant statutes, ordinances, codes, and regulations.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and assisting with the implementation of programs and activities in support of goals.
- Using standard office equipment.
- Operating a personal computer, an electronic health record, and/or a registry utilizing a variety of business and professional software.
- Safely driving a motor vehicle to attend meetings, visit service providers and/or clients and family members.
- Taking effective action in crisis situations.
- Making effective oral presentations to large and small groups.
- Maintaining accurate records and files.
- Preparing clear, concise, and accurate documentation, reports, correspondence, and other written materials.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Working with deadlines to ensure timely record-keeping and to complete projects and assignments.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Work cooperatively as part of a team.
- Ability to use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use and assist users with remote meeting technology.

- Ability to embrace new technology to make the workplace more efficient.

**Required to:**

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices.

**EDUCATION AND EXPERIENCE**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying.

**Behavioral Health Case Management Specialist I**

- Two years' experience providing case management, rehabilitation, and/or substance use counseling services.
- AA Degree, or equivalent, in a relevant field of study.
- To work as a substance use counselor, must be certified by a State approved certifying body.

**Behavioral Health Case Management Specialist II**

- Two years' experience providing case management, rehabilitation, substance use counseling service.
- A Bachelor's degree, or equivalent, in a relevant field of study.
- To work as a substance use counselor, must be certified by a State approved certifying body.

**SPECIAL REQUIREMENTS:**

Possess a valid driver's license. Exceptions to this requirement may be considered on a case by case basis.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those**

contained in this document and may be required to have specific job-related knowledge and skills.

All county of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned, and to return to work as ordered in the event of an emergency.

FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met in order for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.

*Reclassified and approved by the Board of Supervisors October 2012*

*Reclassified and approved by the Board of Supervisors July 27, 2021  
Effective: August 1, 2021*

**Final verified classification approved by:**

DocuSigned by:  
  
Pam Randall  
Human Resources and Risk Manager Director

**Reviewed and approved by:**

DocuSigned by:  
  
County Counsel

**Received and filed by:**

DocuSigned by:  
  
Tiffany Martinez  
Clerk of the Board