



CLASS SPECIFICATION

Modoc County

CLASS CODE:	4025-001
CLASS TITLE:	Behavioral Health Clinician I
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP:	286 (Step A-F \$4,061-\$5,138)

JOB SUMMARY:

Under the direction of the Behavioral Health Branch Director and/or the Behavioral Health Clinical Supervisor, conducts behavioral health assessments and provides non-medical psychotherapeutic, recovery-oriented services to assigned individuals and groups.

DISTINGUISHING CHARACTERISTICS & DUTIES:

Clinician I: This is an entry level position leading to work as a licensed clinician. Works under licensed supervision within the scope of a: 1) Licensed Clinical Social Worker (LCSW); 2) Licensed Marriage and Family Therapist (LMFT), 3) Licensed Professional Clinical Counselor (LPCC), or; 4) Licensed Clinical Psychologist (PhD or PsyD). Assigned a full range of therapeutic support duties for assigned clients. Reports to a Clinical Supervisor.

Clinician II: This is the journey level class of licensed clinician. Works within the scope of a: 1) Licensed Clinical Social Worker (LCSW); 2) Licensed Marriage and Family Therapist (LMFT), or; 3) Licensed Professional Clinical Counselor (LPCC) or licensed Clinical Psychologist (PhD or PsyD). Assigned a full range of therapeutic support duties for assigned clients.

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.

Clinician 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.
- Performs intensive casework services with children and adult clients and their families.
- Participates in the intake process and the evaluation of problems presented.
- Provides ongoing clinical assessment, treatment planning, and psychotherapeutic treatment of all clients assigned, under the supervision of a licensed clinician.
- Gathers data of client's history through a variety of sources, which may include personal interviews with client, family members, friends, teachers, and employers; prepares case

histories with particular emphasis on biopsychosocial factors affecting the client; collaborates with the client, other staff members, medical providers, and community agencies in carrying out a treatment plan.

- Provides individual, family and group psycho-therapy; facilitates group sessions.
- Provides case management services for 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 psychological 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 communicate the roles and functions of the behavioral health programs and/or to 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 other related duties as assigned.

Clinician II:

- May provides clinical supervision for non-licensed direct service clinical staff through consultation, and review of treatment plans and progress notes working towards licensure and sign-off on clinical hours to be submitted to the California Board of Behavioral Sciences (BBS).
- Provides leadership for 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.
- Performs other duties as assigned.

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:

- Pertinent Federal, State, and local laws, codes, rules, and regulations.
- County and department policies and procedures.
- Protocols, practices, and principles of psychotherapeutic 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.

Ability to:

- Understanding, interpreting 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.
- 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:

Clinician I:

- Possess a Master's Degree in Social Work, Counseling, or Psychology.
- Possess an intern number for licensure as an LCSW, MFT, LPCC, or licensed Clinical Psychologist.

Clinician II:

- Possess a Master's Degree in Social Work, Counseling, or Psychology.
- Possess a valid California license as an LCSW, MFT, LPCC, and (Board of Behavioral Sciences) or licensed Clinical Psychologist (Board of Psychology).

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.

Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to visit work sites and attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone.

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 August 2012

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

Final verified classification approved by:

DocuSigned by:

Human Resources and Risk Manager Director

Reviewed and approved by:

DocuSigned by:

County Counsel

Received and filed by:

DocuSigned by:

Clerk of the Board