

## IMPERIAL COUNTY

### **CLASS TITLE: MENTAL HEALTH COUNSELOR I**

#### **BASIC FUNCTION:**

Under immediate supervision, conducts outpatient clinical assessments to evaluate the psychological, social, occupational, educational and domestic needs of assigned clients and provide treatment intervention.

#### **DISTINGUISHING CHARACTERISTICS:**

Mental Health Counselor I is the intern, entry-level of the Mental Health Counselor series working under training conditions while developing the diagnostic and treatment skills required for licensure. Mental Health Counselor II under general supervision is an intern responsible to conduct clinical assessments, determine diagnosis, and develop and deliver treatment plans. Mental Health Counselor III is the licensed level of the Mental Health Counselor series assigned to highly complex cases.

#### **ESSENTIAL FUNCTIONS:**

Conducts clinical interviews and assessments; gathers information for diagnostic and treatment planning purposes.

Provides interventions using evidence-based techniques and methodologies approved by the department.

Provides individual, group therapy and collateral interventions; provides an atmosphere of trust and safety.

Provides crisis intervention to clients who are in apparent emotional distress.

Provides referrals to community agencies and providers for support or additional services.

Assures compliance with State Regulations, legal requirements and established County policies and procedures related to mental health services.

Assist patients in locating resources by contacting appropriate agencies over the phone and in person; coordinate with other agencies concerning referrals of mental health cases; arrange for hospitalization for mental patients requiring inpatient care.

Uses a variety of diagnostic and rating tools to evaluate client progress, effectiveness of intervention and/or to assist treatment planning.

Participates in the development of treatment plans for clients to alleviate current areas of impairment; assures that treatment plans have problem solving objectives. Serves as service coordinator as assigned.

Documents daily interventions provided for clients; provides information regarding sessions and contacts using the Status and Activity Plan (SAP) format.

Participates in weekly clinical supervision and follows training guidelines and instructions as provided by the clinical supervisor.

Attends and participates in team meetings where current cases are reviewed; reviews cases with social and community agencies as appropriate; adheres to applicable confidentiality laws and

regulations.

Maintain case records including agency forms, documentation sheets, time cards and related forms concerning cases.

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and practices of modern clinical psychology.  
Individual, group and family therapy techniques.

Basic understanding of mental health disorders as defined in DSM IV/DSM V codes.  
Crisis intervention principles.  
Patients' rights and mental health regulations.  
Research methods and report writing techniques.  
Laws, rules and regulations related to assigned activities.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Policies and objectives of assigned program and activities.  
Health and safety regulations.  
Substance abuse and addiction.

**ABILITY TO:**

Utilize Interpersonal skills using tact, patience and courtesy.  
Provide individual, group and family therapy sessions.  
Diagnose and treat mental disorders and establish treatment plans.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Compile and verify data and prepare reports.  
Prioritize and schedule work.  
Maintain current knowledge of program rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Plan and organize.

**EDUCATION AND EXPERIENCE:**

A Master's Degree from an accredited school in one of the following: marriage, family, and child counseling; marital and family therapy; psychology; clinical psychology; counseling psychology; or, counseling with an emphasis in marriage, family, and child counseling or marriage and family therapy.

**LICENSES AND OTHER REQUIREMENTS:**

Must be registered and maintain active registration with the California Board of Behavioral Sciences as a Marriage and Family Therapist (MFT) intern or a Licensed Professional Clinical Counselor (LPCC) intern and able to perform the supervised clinical experience hours required for licensure as an MFT or LPCC.

Must be licensed as an MFT or LPCC within six years of employment. The registration and licensing requirements set forth in this job description are essential requirements of the position.

Possess a valid California Driver's License

**WORKING CONDITIONS:**

Must be able to drive a vehicle to conduct work.

Physical abilities required include: seeing, speaking and hearing to conduct clinical interviews and assessments.

Incumbents may be exposed to abusive and potentially dangerous behavior from unstable individuals.