

MENTAL HEALTH SPECIALIST-UNIT LEADER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional clinical and administrative position with responsibility for the implementation of the therapeutic treatment program offered at a unit in the Department of Mental Health. Administrative duties involve the development and implementation of the therapeutic program in the unit, under the general supervision of a higher level employee. Responsibility for specific areas of treatment are dependent on the unit. Evaluation of the treatment program is conducted regularly to insure the most effective utilization of staff and resources, both professionally and economically. Clinical duties involve ensuring that clients' needs are accurately assessed and effectively treated. Supervision to unit staff is provided in the development, implementation and evaluation of individual client treatment plans. Incumbents maintain an individual clinical caseload, providing direct ongoing therapy. Supervision is exercised over professional, paraprofessional, and clerical staff within the unit. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Directs the clinical and administrative activities within the assigned unit;

Provides psychotherapy and counseling services to division clients as needed;

Serves as clinical supervisor to clinicians and case managers in the unit;

Conducts meetings with unit staff to review activities and problem cases;

Communicates unit issues and concerns to the appropriate management levels;

Implements agency policies and procedures applicable to the unit and is responsible for unit staff adherence;

Conducts performance evaluations of unit staff and reviews them with the Program Supervisor and the staff;

Meets with community organizations and when authorized, may serve on community boards relevant to the activities of the unit;

Participates in the budgeting and planning process for the unit;

Prepares written statistical reports;

Serves on departmental committees as designated;

May be required to be on call during unscheduled working hours if circumstances of the assignment deem it essential.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge, within the professional discipline of the incumbent, of the principles, methods, procedures and practices of mental health therapy; thorough knowledge of the services offered in a community mental health center such as continuing treatment services, and crisis intervention; good knowledge of the community support system and resources available; working knowledge of the principles and practices of administration; working knowledge of the principles and practices of clinical and administrative supervision; ability to provide clinical and administrative guidance to members of the unit; ability to motivate both clients and staff in personal and professional growth; ability to maintain records and prepare narrative reports, statistical reports and general correspondence; ability to communicate effectively, both orally and in writing with other departmental staff and the community; sound professional judgment; tact.

MINIMUM QUALIFICATIONS: Either:

Note: For the clinical and clinical supervisor experience described below, work in substance abuse programs or units is not considered qualifying.

- A. (1) Graduation from a regionally accredited or New York State registered college or university with a Doctoral Degree in Clinical Psychology. The doctoral degree must have been granted on the basis of completion of a program of psychology registered with the New York State Department of Education or the substantial equivalent thereof, in accordance with the New York State Commissioner of Education's regulations; **AND**
- (2) Current licensure as a Psychologist issued by the New York State Department of Education; **AND**
- (3) Two (2) years of post licensure clinical experience as a primary therapist, one of which shall have involved clinical supervision; **AND**
- (4) Demonstrated training in the management field or experience in management; **OR**
- B. (1) Current licensure as a Licensed Clinical Social Worker (LCSW) by the New York State Department of Education; **AND**
- (2) Three (3) years of post licensure, supervised clinical experience as a primary therapist; **AND**
- (3) Two (2) years of clinical supervisory experience; **AND**
- (4) Demonstrated training in the management field or experience in management; **OR**
- C. (1) Current licensure as a Registered Professional Nurse by the New York State Department of Education; **AND**

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- (2) A Master's Degree (clinical psychiatric/ mental health nursing program), including a one year practicum or one year post degree experience if no practicum; **AND**
- (3) Three (3) years of supervised clinical experience as a primary therapist; **AND**
- (4) Two (2) years of clinical supervisor experience; **AND**
- (5) Demonstrated training in the management field or experience in management.

ULSTER COUNTY
4324 MHS UNT LD
Classification: Competitive
Grade: 20
Union: CSEA

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