

**SPECIALIST (OUTPATIENT CLINIC) (HELP Program)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a mid-level management position that assist the Director of Clinical Services in planning, coordination and operations of the Mental Health Department. The incumbent provides supervision to all clinical supervisors as well as carries a caseload. The incumbent also serves as the Director of Clinical Services in their absence. The work requires a high degree of independent action, program and staff development within a multidisciplinary treatment setting. Does related work, as required.

**TYPICAL WORK ACTIVITIES:**

Participates in Office of Mental Health (OMH) clinic initiative meetings and activities;  
Attends Continuous Quality Improvement meetings;  
Interviews, hires and manages clinical and care management staff;  
Ensures clinical standards are in line with OMH regulations;  
Provides training, supervision and guidance to clinical staff;  
Coordinates educational opportunities for clinical staff;  
Facilitates MHL 9.45 orders as designee;  
Collaborates with local crisis teams and/or LE;  
Monitors compliance with billing and note requirements;  
Assists with OMH site review and create and execute applicable Performance Improvement Plan;  
Reviews OMH reportable incidents  
Conducts individual and group supervision of clinical staff regarding treatment and management of their caseloads;  
Carries a small caseload;  
Participates as a team member in conferences designed for diagnosis of and treatment of patients;  
Participates in informational and educational community activities to further community knowledge and the prevention of psychiatric disorders;  
Participates in long range planning toward the development of better mental health programs;  
Participates in activities to stimulate community interest in the prevention and detection of mental illness  
Manages and coordinates clinic caseloads and workflow to staff;  
Participates in the intake and screening of new patients (making a clinical evaluation in all areas except medical);  
Conducts individual and group supervision of clinical staff regarding treatment and management of their caseloads;  
Participates in individual psychotherapy;  
Coordinates supplemental services within a program;  
Handles staff and client issues and concerns and establishes effective solutions;  
Supervises and evaluates staff within assigned unit.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, methods, procedures, and practices of clinical therapy and case management and how they relate to the functioning of community mental health services delivery; thorough knowledge of community resources which includes availability of services, scope of services rendered, and how to use them effectively; ability to work effectively with others within the agency as well as between community agencies; ability to organize, direct, and coordinate clinical or case management services in a mental health program; ability to prepare technical and informational data for administrative use; ability to provide professional leadership of a high order; ability to analyze and evaluate reports of staff workers and make sound decisions; ability to plan day to day activities as well as develop short term plans; ability to supervise the work of the clinical staff; ability to organize and operate a program of orientation for new staff and training of students in the area of clinical practices as they relate to community mental health; ability to support and encourage on-going professional growth of staff; tact and courtesy; integrity; good judgment.

The physical demands 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.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus and make visual observation of clients.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

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**MINIMUM QUALIFICATIONS:**

Possession of a Master's Degree in Social Work, Psychology (or a related field such as Community Counseling, Education Counseling, Marriage and Family Therapy, Art Therapy, Vocational Rehabilitation, etc.) from a regionally accredited college or university or a graduate school approved by the NYS Department of Education. New York State License is required in the area of a professional degree, AND three (3) years post graduate experience working with the mentally ill, mentally retarded/developmentally disabled, or alcohol/substance abuse.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.