

## **GENESEE COUNTY**

### **SUPERVISING MENTAL HEALTH CLINICAL THERAPIST (HELP Program)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional level position providing administrative work which involves responsibility for the administration and supervision of Mental Health Clinical Therapists, Case Managers, Community Mental Health Nurses and subordinate staff in the planning and implementation of programs and services provided by the Mental Health Department. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Provides intensive individual and group therapy to individuals with acute and chronic mental illness, emotional, social and related problems;  
Participates in the intake and screening of new clients-making a clinical evaluation in all areas except psychological and medical; and assigns cases to staff;  
Conducts individual supervision of selected clinical staff, regarding treatment and management of their caseloads;  
Provides intermittent supervision to all unit staff for guidance and direction on unexpected clinical needs or crises;  
Leads and supervises multiple, weekly unit staff meetings to accomplish case conferences and to pass on administrative directives;  
Covers clinical supervisory duties in the absence of Clinical Supervisor;  
Serves as a member of the clinic team, providing social work or psychological expertise, to assist in studying and diagnosing patients and planning for their treatment;  
Works independently in making complete intake studies of new or readmitted patients;  
Provides consultation services for other community agencies to assist them in understanding and dealing with individual cases;  
Attends and participates in in-service training programs for clinic staff and staff members of cooperating agencies, and help train new staff;  
Takes part in speaking engagements, panel discussions and community meetings concerned with community mental health problems;  
Refers patients to community agencies which can provide necessary services;  
Compiles case records and maintains statistical records on case load and work activities;  
May administer and score psychological tests within the scope of their professional discipline as part of the diagnostic study of patients;  
Participates as a member of the emergency crisis intervention team on call after normal office/business hours.

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.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principles, methods, procedures and practices of psychiatric social work, of the functioning of community mental health facilities and the scope of services rendered, and of community resources and how to  
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### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS, Cont'd:**

use them effectively; ability to work effectively with others; 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; good overall understanding of human behavior; ability to study, diagnose, test where appropriate, and clinically treat mentally and emotionally disturbed individuals and families; ability to organize work effectively; ability to interpret federal, state, and local laws and regulations affecting mental and health programs; ability to prepare and present oral and written reports; tact, courtesy, mental alertness.

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 or 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.

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.

### **MINIMUM QUALIFICATIONS:**

Possession of a Master's Degree in social work or 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 New York State Department of Education, AND two (2) years of post graduate Mental Health Clinical experience.

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**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.

Non-Competitive Class  
Adopted 6/21/24