

**County of Humboldt Job Specification**  
**SUPERVISING BEHAVIORAL HEALTH CLINICIAN**  
**Classification 0916**  
**FLSA: Exempt**



**DEFINITION**

Under general direction, supervises and participates in the work of professional staff providing behavioral health clinical intervention and recovery services to assigned clients; manages a psychiatric caseload for adults, juveniles, and children; evaluates patients in multiple facilities, including in-house, out-patient, clinics, and correctional/jail facilities; performs psychotherapeutic counseling, including individual, group, family, and other approved techniques; provides outreach, and emergency services and counseling in crisis situations; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory or management personnel. Exercises direct supervision over professional and technical staff. Some positions in this classification exercise clinical supervision over staff completing pre-and post-masters and doctoral internships.

**CLASS CHARACTERISTICS**

This is the full supervisory-level class in the Behavioral Health Clinician series that exercises independent judgment on supervision of staff providing clinical services to clients, with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for the full range of professional behavioral health casework and psychotherapeutic support to clients; employees also provide professional level support to management in a variety of areas. Some positions in this classification exercise clinical supervision over staff completing pre-and post-masters and doctoral internships. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignment of different positions.*

- Provides supervision, training and chart auditing for interns completing pre-and post-masters and doctoral internships within the Behavioral Health Division; teaches and supervises clinical skills, appropriate roles and boundaries, and ethics and legal criteria; reviews intern strategies for behavioral health treatment and case management; provides critical and constructive feedback on same.
- Conducts clinical case conferences with licensed and non-licensed staff to evaluate case progress; provides consultative direction to staff as necessary; develops staff awareness and skills; provides information and training on the latest service techniques.

- Evaluates patients in a variety of in- and out-patient settings, including Juvenile Hall, County Jail, County behavioral health offices, hospital emergency, the Crisis Stabilization Unit, and other settings; obtains a patient history and conducts behavioral status exam.
- Receives and responds to crisis hotline and emergency calls, walk-ins, and field contacts; provides evaluation and diagnosis of patients and makes appropriate referrals for support services; works with hospital medical staff and County behavioral health management to evaluate the client's risk or danger to self and others; assists in establishing an aftercare plan, or psychiatric hospitalization, depending on the client's best interests.
- Makes presentations of physical and behavioral condition findings to on-call psychiatrist, who determines if medication should be prescribed; observes and reports adverse medication effects.
- Consults with and serves as a liaison with community agencies and other behavioral health programs and services to evaluate community health needs and services.
- Provides individual or group therapy using a variety of counseling techniques and modalities; provides psychotherapy to chronically behaviorally ill persons who need periodic maintenance appointments, and brief therapy for clients experiencing situational-type problems.
- Provides case management services to severely behaviorally ill clients, including out of home placements; determines suitability of treatment facilities or prospective foster parents based upon an analysis of individual psycho-social needs.
- Collaborates with the Office of the Public Guardian-Conservator for behavioral health clients who have been conserved; clinically evaluates clients to represent their interests in treatment and placement; researches treatment resources available on a local and regional basis to ensure optimal client placement.
- Participates as a member of a multi-disciplinary treatment team providing critical clinical input related to patient diagnosis and recommended treatment plans; presents findings and clinical observations; receives clinical feedback and assistance in managing transference/counter-transference; participates in case conferences and consults with psychiatric staff to review patient cases and resolve difficult therapeutic problems.
- Evaluates clients for voluntary and involuntary commitment; signs commitments for clients requiring hospitalization.
- Works in coordination with DHHS leadership, Clinical staff, and Support staff in developing and managing new programs and treatment groups as necessary to better serve behavioral health clients.
- Participates as a member of a multi-disciplinary treatment team providing consultation to school and adult programs; performs program planning to develop and implement services appropriate to assisting both child and adult psychiatric patients.
- Performs detailed patient record documentation and maintains caseload records; prepares intake and discharge summaries, progress notes, and treatment reviews.
- Performs related duties as assigned.

*The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Operations, services, and activities of a comprehensive behavioral health program which encompasses adult, juvenile, and children services.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures including confidentiality laws.
- Laws and regulations governing patient rights as it relates to treatment options including commitment.
- Principles and practices of clinical casework.
- Social, psychological, and physical causes of behavioral disorders and chemical dependency.
- Application of general psychiatric emergency intervention and diagnostic principles.
- Principles and practices of crisis intervention and conflict resolution, including management of assaultive behavior, seclusion, and restraint philosophies.
- Short- and long-term therapeutic methods.
- Concepts and principles related to adult and child psychology, including theories of human behavior and personality development.
- Case management principles, practices, and processes related to the assessment, care, treatment, and documentation of individuals with behavioral disorders.
- Methods and techniques of conducting assessments, interviewing clients, and preparing reports and treatment plans.
- Theories, and principles and practices of group and individual counseling and therapies.
- Latest trends and research in the diagnosis and treatment of patients.
- Mandated reporting requirements, ethics, and laws.
- Normal and abnormal development, including impact of environmental, trauma, and personality development.
- Theory and principles of Maslow's Hierarchy of Needs.
- Community socioeconomic and cultural demographics; and community resources available to clients.
- Principles and practices of complex documentation preparation and recordkeeping.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Plan, organize, and coordinate the work of clinical intern staff.
- Provide training and development opportunities, ensure work is performed effectively, and objectively evaluate clinical work performance.
- Provide professional behavioral health clinical intervention and recovery services and manage a psychiatric caseload in multiple settings.
- Conduct psychiatric assessments; and plan, develop, and implement comprehensive treatment plans, programs, and services either internally or with external service providers.
- Evaluate patients for medication needs and reactions.
- Analyze crisis situations and determine appropriate courses of action.
- Collaborate and present progress reports and related findings to team members.
- Coordinate emergency psychiatric support services with appropriate hospitals and other providers.
- Conduct group and individual client therapy to clinically assess, diagnose, and treat clients.
- Understand and apply criteria for various diagnoses.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed, including those related to patient privacy.
- Prepare clear and concise correspondence, reports, and other written material.
- Document and maintain complex and legally compliant client case summaries and related files.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a master's degree from an accredited college or university with major coursework in psychology, social work, marriage and family counseling, psychiatric nursing, or a related field.

**and**

Four (4) years of professional-level counseling/therapy experience in a behavioral health inpatient or outpatient setting, two (2) of which must be post-licensure. See licensure requirements under “Licenses and Certifications”.

### **Licenses and Certifications:**

- Specified positions may require the possession of a valid US driver’s license upon date of application. Specified positions must obtain California driver’s license following hire date per California DMV regulations.
- Must possess appropriate licensure to practice as a Licensed Clinical Social Worker, Marriage and Family Therapist, Professional Clinical Counselor, Clinical Psychologist, Registered Nurse, or Psychiatrist in the State of California.

### **PHYSICAL DEMANDS**

- Mobility to work in a standard office, hospital, and in-patient/out-patient, clinic, jail or juvenile facility; use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; standing in and walking between work areas is frequently required; bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

### **ENVIRONMENTAL CONDITIONS**

- Employees work in an office, out-patient, clinic, jail, juvenile facility or locked psychiatric facility environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures.
- Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention.
- Incumbents may be exposed to blood and body fluids in performing their assigned duties.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **ADDITIONAL REQUIREMENTS**

- Must be willing to work after hours, weekends, and holidays as needed.
- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).