

RESOLUTION TO ADOPT AMENDMENTS TO THE JOB DESCRIPTIONS OF MENTAL HEALTH THERAPIST I, II AND BEHAVIORAL HEALTH THERAPIST I AND II.

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and **WHEREAS**, the Human Resources Director and the Mental Health Director have reviewed the job descriptions of Mental Health Therapist I, II, Behavioral Health Therapist I and II and find it necessary to amend these job descriptions; and **WHEREAS**, with the reorganization of the Mental Health Department and the various new positions being added it is necessary for the Mental Health Therapist I, II, Behavioral Health Therapist I and II to be updated; and **WHEREAS**, the main area of change to these classifications is to whom the incumbents will be reporting to and supervised by; and **WHEREAS**, Operating Engineers Representative, Gregory Ramirez has reviewed these changes and has no issue with moving forward.

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

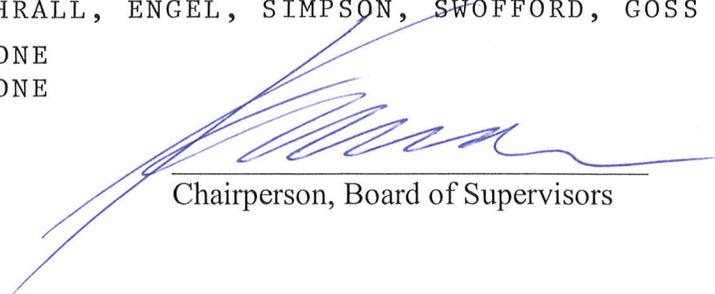
The job descriptions of the Mental Health Therapist I, Mental Health Therapist II, Behavioral Health Therapist I and Behavioral Health Therapist II are hereby amended as presented to the Board of Supervisor.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 3rd day of March 2015, by the following vote:

AYES:	Supervisors	THRALL, ENGEL, SIMPSON, SWOFFORD, GOSS
NOES:	Supervisors	NONE
ABSENT:	Supervisors	NONE

ATTEST:


Executive Clerk/ Board of Supervisors


Chairperson, Board of Supervisors

BEHAVIORAL HEALTH THERAPIST I

DEFINITION

Under supervision of a licensed clinical supervisor to provide integrated mental health and alcohol and drug counseling and treatment to individuals with qualifying mental and alcohol and drug conditions. Serves a population of individuals that typically have legal problems, multiple incarcerations or are at risk of incarceration.

DISTINGUISHING CHARACTERISTICS

This is entry and first working level class in the Behavioral Health Therapist series. It differs from the behavioral Health Therapist II in that incumbents function under more direct supervision of a licensed clinician and are not licensed, but are eligible to be licensed.

REPORTS TO

Mental Health Director, Mental Health Deputy Director, Mental Health Program Chief, Mental Health Services Act Coordinator, may report to Behavioral Health Therapist III or Mental Health Therapist III for lead direction.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BEHAVIORAL HEALTH THERAPIST I - 2

EXAMPLES OF DUTIES

- Performs intake assessments and evaluation of individuals with primary mental health, primary alcohol and drug problems and individuals with co-occurring disorders.
- Formulates treatment plans that integrate mental health and alcohol and substance abuse treatment models in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation and the courts.
- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains an awareness of mental health and alcohol and drug counseling methodologies.
- Provides crisis intervention and assessment for individuals with primary mental health diagnosis, primary alcohol and substance abuse diagnosis and individuals with co-occurring disorders.
- Prepares case histories and maintains patient records.
- Makes referrals to appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and alcohol and drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health alcohol and drug and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency "on-call" system on a rotating basis.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

BEHAVIORAL HEALTH THERAPIST I - 3

TYPICAL WORKING CONDITIONS

Work is usually performed in an office or community environment; continuous contact with staff and the public. This position may require routine driving to locations throughout the county for the performance of work.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Therapeutic treatment methods and procedures in the mental health and alcohol and drug field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health and alcohol and drug services and programs.
- Current practices and techniques in psychotherapeutic and recovery model treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.

Ability to:

- Perform a variety of mental health/behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health and alcohol and drug program rules, regulations and policies.
- Consistently document all assessments, treatment plans and service interventions in a manner that complies with all audit and regulatory requirements.
- Effectively represent the Mental Health Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

BEHAVIORAL HEALTH THERAPIST I - 4

Training and Experience:

Possession of a master's degree in Social Work, Psychology, counseling or appropriate related field, received from an accredited institution.

Special Requirements: Possession of a license, or eligible to be licensed, as a Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), or Licensed Professional Clinical Counselor issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners. Must meet the certification requirements of the Licensing and Certification Division of the State of California Department of Health Care Services. If not licensed this individual must complete AOD counselor certification within five (5) years from the date of registration per DHCS regulations.

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

BEHAVIORAL HEALTH THERAPIST II

DEFINITION

Under supervision of a licensed clinical supervisor to provide integrated mental health and alcohol and drug counseling and treatment to individuals with qualifying mental and alcohol and drug conditions. This position serves a population of individuals that typically have legal problems, multiple incarcerations, relational problems and are at risk of incarceration.

DISTINGUISHING CHARACTERISTICS

This position is a journey level class in the Behavioral Health Therapist series. It differs from the Behavioral Health Therapist I in that incumbents function under less supervision and are licensed. They may travel to different communities throughout the County to provide counseling and treatment services.

REPORTS TO

Mental Health Director, Mental Health Deputy Director, Mental Health Program Chief, may report to Behavioral Health Therapist III or Mental Health Therapist III for lead direction.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BEHAVIORAL HEALTH THERAPIST II - 2

EXAMPLES OF DUTIES

- Performs intake assessments and evaluation of individuals with primary mental health, primary alcohol and drug problems and individuals with co-occurring disorders.
- Formulates treatment plans that integrate mental health and alcohol and substance abuse treatment models in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation and the courts.
- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains an awareness of mental health and alcohol and drug counseling methodologies.
- Provides crisis intervention and assessment for individuals with primary mental health diagnosis, primary alcohol and substance abuse diagnosis and individuals with co-occurring disorders.
- Prepares case histories and maintains patient records.
- Makes referrals to appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and alcohol and drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health alcohol and drug and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency "on-call" system on a rotating basis.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

BEHAVIORAL HEALTH THERAPIST II - 3

TYPICAL WORKING CONDITIONS

Work is usually performed in an office or community environment; continuous contact with staff and the public. This position requires routine driving throughout the county and occasional driving outside the county to various sites.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Therapeutic treatment methods and procedures in the mental health and alcohol and drug field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health and alcohol and drug services and programs.
- Current practices and techniques in psychotherapeutic and recovery model treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.

Ability to:

- Perform a variety of mental health/behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health and alcohol and drug program rules, regulations and policies.
- Consistently document all assessments, treatment plans and service interventions in a manner that complies with all audit and regulatory requirements.
- Effectively represent the Mental Health Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

BEHAVIORAL HEALTH THERAPIST II - 4

Training and Experience:

Possession of a master's degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field from an accredited institution and two (2) years of post-master experience equivalent to a Behavioral Health Therapist I in Plumas County.

Special Requirements: Possession of a license, as a Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPCC) issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners. Must meet certification requirements of the Licensing and Certification Division of the State of California Department of Health Care Services. If not licensed this individual must complete AOD counselor certification within five (5) years from the date of registration per DHCS regulations.

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

MENTAL HEALTH THERAPIST I

DEFINITION

Under supervision to provide mental health counseling and treatment to mentally and emotionally disturbed children, adults, and families; to provide individual and group therapy; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is entry and first working level class in the Mental Health Therapist series. It differs from the Mental Health Therapist II in that incumbents function under more direct supervision and are not licensed, but are eligible to be licensed.

REPORTS TO

Mental Health Director, Mental Health Deputy Director, Mental Health Program Chief, Mental Health Services Act Coordinator, may report to Behavioral Health Therapist III or Mental Health Therapist III for lead direction.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

MENTAL HEALTH THERAPIST I - 2

EXAMPLES OF DUTIES

- Performs intake assessments and evaluation of problems.
- Formulates treatment plans, participating as a member of a multi-disciplinary treatment team.
- Provides crisis intervention.
- Prepares case histories and maintains patient records.
- Makes referrals to appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Integrates client counseling services with other mental health services, treatment, and provider agencies.
- Participates in mental health education programs, conferences and community programs.
- Attends training conferences relevant to current mental health problems.
- Performs community outreach and education assignments.
- Participates in the emergency "on-call" system on a rotating basis.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; continuous contact with staff and the public.

MENTAL HEALTH THERAPIST I - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in mental health programs.
- Therapeutic treatment methods and procedures in the mental health field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health services and programs.
- Current practices and techniques in psychotherapeutic treatment.
- The scope and activities of public and private agencies in the mental health field.
- Psychotropic medications.
- Quality Assurance practices and standards.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses.

Ability to:

- Perform a variety of mental health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of emotionally disturbed patients and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health program rules, regulations and policies.
- Effectively represent the Mental Health Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

MENTAL HEALTH THERAPIST I - 4

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Possession of a master's degree in Social Work, Psychology, counseling or appropriate related field, received from an accredited institution.

Special Requirements:

Possession of a license, or eligible to be licensed, as a Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPCC) issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners.

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

MENTAL HEALTH THERAPIST II

DEFINITION

Under direction to provide mental health counseling and treatment to mentally and emotionally disturbed children, adults, and families; to provide individual and group therapy; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This position is the first level in the journey class series of Mental Health Therapist. It differs from the Mental Health Therapist I in that incumbents function under less supervision and are licensed. They may travel to different communities throughout the County in providing counseling and treatment services.

REPORTS TO

Mental Health Director, Mental Health Deputy Director, Mental Health Program Chief, Mental Health Services Act Coordinator, may report to Behavioral Health Therapist III or Mental Health Therapist III for lead direction.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

MENTAL HEALTH THERAPIST II -2

EXAMPLES OF DUTIES

- Performs intake assessments and evaluation of problems.
- Formulates treatment plans, participating as a member of a multi-disciplinary treatment team.
- Provides emergency consultation and crisis intervention.
- Prepares case histories and maintains patient records.
- Makes referrals to appropriate professionals or outside agencies.
- Participates in the assessment of program needs and consults with others in developing therapeutic goals and objectives.
- Integrates services with other mental health services, treatment, and provider agencies.
- Performs specialized treatment planning and diagnostic services as well as psychotherapy services including direct and indirect services.
- Provides peer reviews.
- Travels to different communities and satellite clinics in providing services.
- Provides court ordered evaluations.
- Evaluates clients and makes determinations regarding acute care hospitalization.
- May develop, conduct, and coordinate training programs on diagnostic and treatment methods.
- May supervise interns in professional training.
- Participates in mental health education programs, conferences and community programs.
- Attends training conferences relevant to current mental health problems.
- Performs community outreach and education assignments.
- Participates in the emergency "on-call" system on a rotating basis.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; continuous contact with staff and the public.

MENTAL HEALTH THERAPIST II - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in mental health programs.
- Therapeutic treatment methods and procedures in the mental health field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health services and programs.
- Current practices and techniques in psychotherapeutic treatment.
- The scope and activities of public and private agencies in the mental health field.
- Psychotropic medications.
- Treatment research, development, and implementation.
- Quality Assurance practices and standards.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses.

Ability to:

- Perform a variety of mental health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of emotionally disturbed patients and their families.
- Prepare clear, relevant and accurate reports.
- Develop and present public presentations.
- Enforce Quality Assurance Standards.
- Interpret and apply complex mental health program rules, regulations and policies.
- Effectively represent the Mental Health Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

MENTAL HEALTH THERAPIST II - 4

Training and Experience:

Possession of a master's degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field from an accredited institution and two (2) years of post-master experience equivalent to a Mental Health Therapist I in Plumas County.

Special Requirements: Possession of a license as a Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT) or Licensed Professional Clinical Counselor (LPCC) issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners.

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.