

RESOLUTION TO ADOPT THE JOB DESCRIPTIONS AND SALARY CLASSIFICATIONS OF MENTAL HEALTH THERAPIST III RANGE 2435, BEHAVIORAL HEALTH THERAPIST III RANGE 2678, MENTAL HEALTH SERVICES ACT COORDINATOR RANGE 2628, MENTAL HEALTH DEPUTY DIRECTOR RANGE 3230, AND PROGRAM CHIEF NURSING RANGE 2691.

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**, Human Resources Director Gayla Trumbo received a request from Mental Health Director Peter Livingston to establish the classifications of Mental Health Therapist III at range 2435; Behavioral Health Therapist III at range 2678; Mental Health Service Act Coordinator at range 2628; Mental Health Deputy Director at range 3230; and Program Chief Nursing range 2691.

WHEREAS, these positions were within the Summary of PCMH Program and Budget presented to the Board in December 2, 2014; and within the Mental Health Service Act – 3 Year Plan; and

WHEREAS, a meet and confer was conducted with Mr. Gregory Ramirez Representative of Operating Engineers, and at the completion of the meet and confer process the Union has agreed in moving forward with these new job descriptions and salary classifications.

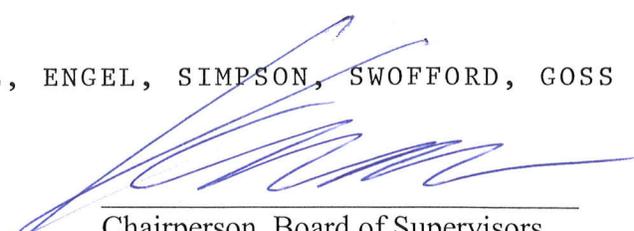
NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

The County’s classification plan is hereby amended to reflect the addition of the following positions as presented to the Board:

- Mental Health Therapist III range 2435
- Behavioral Health Therapist III range 2678
- Mental Health Services Act Coordinator range 2628
- Mental Health Deputy Director range 3230
- Program Chief Nursing range 2691

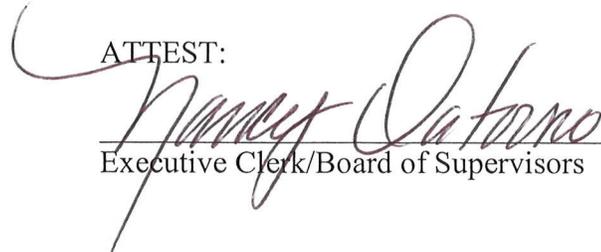
The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 3rd day of March, 2015 by the following vote:

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



Chairperson, Board of Supervisors

ATTEST:



Executive Clerk/Board of Supervisors

BEHAVIORAL HEALTH THERAPIST III

DEFINITION

Under general direction to plan, organize and assist with clinical supervision for assigned staff and Mental Health programs; to provide integrated mental health and alcohol and drug counseling and treatment to individuals with qualifying mental and alcohol and drug conditions. Assists with service development, review, and evaluations; and provides services to a population of individuals that typically have legal problems, multiple incarcerations, relational problems and are at risk of incarceration; and to do work as required.

DISTINGUISHING CHARACTERISTICS

This class is an advanced journey level Behavioral Health Therapist classification series. As a lead clinical position within the Mental Health Department, incumbent will be responsible for assisting with the coordination and staff leadership of professional level staff, providing mental health and drug/alcohol counseling services. In addition, incumbent may be assigned to provide supervision of an Intern(s). Responsibilities may also include assisting in the development and administering programs and to supervisor a satellite office. The incumbent will provide mental health and drug/alcohol services to emotionally disturbed children, adults and families. Incumbent will provide supervision and provision of crisis intervention services which include 24/7 on call ability.

REPORTS TO

Mental Health Director, Mental Health Deputy Director, or Mental Health Program Chief.

CLASSIFICATIONS DIRECTLY SUPERVISED

Continuing Care Coordinator, Mental Health or Behavioral Health Therapist I and II, and other clinical and/or administrative staff as assigned.

BEHAVIORAL HEALTH THERAPIST III - 2

EXAMPLES OF DUTIES

- Performs intake assessments and evaluation of individuals with mental health and 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, and receive referrals from 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.
- Provide supervision to assigned staff.
- May supervise interns (academic and/or licensure) in professional training, in individual and/or group settings.
- Participates in, and/or actively provides behavioral health education programs, conferences and community programs.
- Actively participates in collaboration with community groups and agencies.
- Participates in the planning and implementation of MHSA (Mental Health Services Act) programs.
- May provide management functions and oversight of branch offices.
- May serve as a "specialty resource" in a number of specialty Mental Health or Behavioral Health areas, included but not limited to: Crisis Intervention; Trauma; Special Populations; identified state programs; Criminal Justice; Juvenile Justice; MHSA program components; etc.

BEHAVIORAL HEALTH THERAPIST III - 3

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 or community environment; continuous contact with staff and the public. Crisis intervention services may require working in a hospital setting or County jail. 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 while conducting individual and or group therapy sessions.
- Maintain composure and awareness during crisis interventions.

BEHAVIORAL HEALTH THERAPIST III - 4

Ability to - continued

- 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.
- May develop and present public presentations.
- May assist in enforcement of Quality Assurance standards.
- Assist in reviewing, implementing, and enforcing Quality Assurance standards.

Training and Experience:

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

and

Two (2) years of post-licensure experience in a mental or behavior health setting, Preferably to include experience in a Community Mental or Behavior Health Clinic and supervision of staff.

and

Possession of certification to serve as a supervisor of interns and to continually maintain any ongoing requirements imposed by the applicable licensing board to keep the supervisor certification active and in good standing.

Special Requirements: Must be Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), 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 California Department of Health Care Services recognized certification organizations.

MENTAL HEALTH THERAPIST III

DEFINITION

Under general direction to plan, organize, and assist with clinical supervision for assigned staff and Mental Health programs; to provide mental health counseling and treatment for mentally and emotionally disturbed children, adults, and families; to assist with service development, review, and evaluation; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is an advanced journey level in the Mental Health Therapist classification series. As the advanced level the incumbent will be responsible for assisting with the coordination and supervision of professional staff which provides mental health services. In addition this position may be assign to provide supervision of an Intern(s). Responsibilities may also include assisting in the development and administering programs and to supervise a satellite office. The incumbent will also provide mental health treatment to children, adults, and families.

REPORTS TO

Mental Health Director, Mental Health Deputy Director, or Mental Health Program Chief

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide lead supervision to Continuing Care Coordinator, Mental Health Therapist I and II, and other staff as assigned.

MENTAL HEALTH THERAPIST III -2

EXAMPLES OF DUTIES

- Assists with the supervision, assignments, training, and evaluations for staff assigned.
- May assist with the selecting of staff assignments.
- Assists with the assessment of program development needs and consults with others in developing therapeutic goals and objectives.
- Assist in integrating services with other mental health services, treatment, and provider agencies.
- Integrates services with other mental health services, treatment, and provider agencies.
- May assist in establishment of work standards.
- Performs specialized treatment planning and diagnostic services for clients.
- Provides psychotherapy services including direct and indirect services.
- 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.
- May make referrals to appropriate professionals or outside agencies.
- 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.
- Participates in the emergency "on-call" system on a rotating basis.
- May act for the Mental Health Services Director in the Director's absence regarding hospitalizations and placements.
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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. Crisis intervention services may require working in a hospital setting or County jail.

MENTAL HEALTH THERAPIST III - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy, and guidance of persons in mental health programs.
- Therapeutic treatment methods and procedures in the mental health field.
- Principles and practices of supervision, program management and budgeting.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health services and programs.
- Community organizations.
- The scope and activities of public and private agencies in the mental health field.
- Treatment research, development, and implementation.
- Quality Assurance practices and standards.
- Crisis counseling principles, methods and techniques.
- Principles of supervision, training, and staff evaluation.

Ability to:

- Plan, schedule, coordinate, develop, and evaluate an assigned clinical service program.
- Assign, supervise, and evaluate the work of subordinate staff.
- Perform skilled counseling and conduct individual and group therapy sessions.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Develop and maintain confidence and cooperation of emotionally disturbed patients and their families.
- Interpret and apply complex mental health program rules, regulations and policies.
- Prepare clear, relevant and accurate reports.
- Develop and present public presentations.
- Assist in enforcing Quality Assurance standards.
- Effectively represent the Mental Health Department in contacts with clients, the public, and other agencies.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

MENTAL HEALTH THERAPIST III - 4

Training and Experience:

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

and

Two (2) years of post-licensure experience in a mental or behavior health setting. Preferably to include experience in a Community Mental or Behavioral Health Clinic.

and

Possession of certification to serve as a supervisor of interns and to continually maintain any ongoing requirements imposed by the applicable licensing board to keep the supervisor certificate active and in good standing.

Special Requirements:

Incumbent must be licensed as a Licensed Clinical Social Worker (LCSW), Licensed Marriage Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC) or Clinical Psychologists by the California State board of Behavioral Science 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 DEPUTY DIRECTOR

DEFINITION

Under general direction of the Mental Health Director, the Deputy Director provides assistance to the Director in planning, organizing, and management of the daily operations of the Mental Health Department. Coordinates and supervises clinical and administrative programs. Assures compliance with applicable community standards of care, County regulations and procedures, State and Federal laws and other regulatory requirements.

DISTINGUISHING CHARACTERISTICS

This is the senior administrative position in the department and reports to the Mental Health Director. This position is responsible for the quality of all assigned administrative functions of, and clinical services provided by the Mental Health Department as well as any contracted mental health services.

REPORTS TO

Director of Mental Health

CLASSIFICATIONS DIRECTLY SUPERVISED

May supervise one or more of the following positions: Mental Health Program Chief; Quality Assurance Coordinator; Mental Health Services Act Coordinator; Mental Health Therapist I, II, III; Behavioral Health Therapist I, II, III; Community Care Case Manager; and all other clinical and/or administrative staff as assigned by the Mental Health Director.

MENTAL HEALTH DEPUTY DIRECTOR - 2

EXAMPLES OF DUTIES

- Manages and directs the daily activities of the Administrative and Clinical divisions through appropriate delegation, managerial support, and work supervision.
- Develops administrative policies and procedures; oversees management studies and reviews and evaluates changes in and applications of statutes and regulations.
- Plans, prioritizes and assigns tasks and projects; directs the development of performance standards, approves promotions and terminations.
- Counsels, trains and coaches staff; monitors work, develops staff skills, and evaluates performance; identifies training needs and provides training for staff.
- Directs financial operations; prepares individual program budgets; develops and maintains expenditure records; oversees the preparation of cost reports, invoices, billing, payroll and procurement; investigates sources of revenue; develops and administers contracts and grants; assures that appropriate accounting and auditing controls are applied.
- Establishes and maintains liaison with internal and external agencies involved with the budgetary and financial operations of the department.
- Monitors operations and procedures; evaluates department issues, and recommends and implements solutions; develops and approves recommendations for improving the department's operations and processes; develops long range plans for the department; assures that strategic goals are reached.
- Develops, evaluates and implements department goals, objectives, policies and procedures; develops systems and standards for program evaluation, and assures departmental activities are in compliance with all laws policies, regulations and goals.
- Manages the personnel operations of the department; consults with managers, reviews and approves personnel actions; supervises maintenance of personnel records and preparation of payroll records.
- Manages the information systems functions of the department.
- Conducts research and strategic planning functions; analyzes trends and makes recommendations for staffing adjustments and personnel assignments; directs department projects including grants and capital projects
- Directs the preparation of reports which summarize and forecast department financial activity and financial position; reviews department's financial status and revenue trends.
- Resolves problems, creates solutions, and assures the quality of the department's work products.

MENTAL HEALTH DEPUTY DIRECTOR - 3

EXAMPLES OF DUTIES - continued

- Serves as information source and liaison between the department and various organizations and agencies; serves on committees, task forces and other groups.
- Analyzes information system trends and issues; monitors system performance, resolves concerns and problems of user community; interprets concerns, defines desired results, and recommends direction of new I.S. Strategies.
- Assures functionality, compatibility and stability of Information Systems.
- Meets regularly with supervisors to offer support and guidance; analyzes and evaluates issues and proposals, and recommends and implements solutions.
- Meets regularly with Program Managers for program updates; analyzes and evaluates issues and proposals, and recommends and implements solutions.
- Maintains expertise in field or service through participation in applicable education opportunities.
- Maintains and enforces all aspects of confidentiality of client information, monitors compliance to the standards of the Privacy Act of 1974 {U.S.C. § 552A} as amended.
- Develops and enhances cooperative professional relationships with local community agencies.
- Maintains expertise in field of service through participation in applicable educational opportunities.
- Provides consultation and training to other organizations in the community on mental health issues; conducts presentations and training to county staff and general public to introduce and communicate the roles and functions of the mental health programs.
- Acts in the place of the Director's in his/her absence or as assigned.

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 or community environment; continuous contact with staff and the public. Crisis intervention services may require working in a hospital setting or County jail. This position may require routine driving throughout the county and occasional driving outside the county to various sites.

MENTAL HEALTH DEPUTY DIRECTOR - 4

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Knowledge of principles, practices, and trends in public administration, leadership, and management.
- Knowledge of county, state and federal laws, statutes, rules, ordinances, codes and regulations.
- Knowledge of the County's and the department's policies and procedures.
- Knowledge of protocols and practices in behavioral healthcare, and principles of psychotherapeutic techniques and procedures, including the Diagnostic and Statistical Manual (DSM-IV, and V).
- Knowledge of the principles and practices of legal, ethical and professional rules of conduct.
- Knowledge of techniques and practices for effective, efficient and cost effective management of allocated resources.
- Knowledge of principles, practices, and trends in public administration, leadership and management.
- Knowledge of budgets, grant protocols and financial reporting.
- Knowledge of local community resources and various community services programs.
- Knowledge of specialized and personal computer systems and software applications.
- 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 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.
- Extensive interpersonal skills.
- Communication and problem solving skills.
- Knowledge of medical and clinical management skills.

MENTAL HEALTH DEPUTY DIRECTOR - 5

Ability to:

- Ability to schedule and supervise staff, delegating tasks and authority.
- Ability to assess and prioritizing multiple tasks, projects and demands.
- Ability to understand, interpret and apply relevant statues, ordinances, codes and regulations.
- Ability to establish and maintain effective working relations with co-workers, other county employees and representatives from other city, county, state and federal agencies.
- Ability in analyzing and interpreting fiscal and accounting records, and financial statements.
- Ability to communicate effectively verbally and in written instruction.
- Ability to coach and develop performance work plans to improve staff performance.

Training and Experience: Must meet the following requirement:

- a) Psychiatrist: Licensure as a physician in the State of California and completion of three (3) years of graduate training in psychiatry in a program approved by the American Medical Association or the American Osteopathic association.

OR

- b) Clinical Psychologist: Graduation from an accredited school of psychology and licensure in the State of California.

OR

- c) Licensed Clinical Social Worker: Graduation from an accredit graduate school of Social Work and licensure as a Clinical Social Worker in the State of California.

OR

- d) Licensed Marriage Family Therapist: Graduation from an approved graduate school of Marriage, Family, and Child Counseling and licensure as a Marriage, Family Therapist by the State of California.

OR

- e) Licensed Professional Clinical Counselor Graduation from an educational institution approved by the Board of Behavior Science (BBS) with a minimum of a master's degree in psychology, educational psychology, school psychology, counseling and guidance, or a degree deemed equivalent by the BBS.

AND

MENTAL HEALTH DEPUTY DIRECTOR – 6

Training and Experience - continued

- f) Four (4) years' experience in Mental Health or Behavioral Health, including two (2) years in a supervisory capacity. Two (2) years' experience preferably in a County Mental Health or Behavioral Health Department.

Special Requirements:

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.

Must maintain or obtain (within 4 months of date of hire) a current certificate under the Board of Behavioral Science to provide supervision to Board of Behavioral Science Interns.

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 SERVICES ACT COORDINATOR

DEFINITION

Under general direction, plans, develops, and coordinates education and training services as outlined in the Mental Health Services Act (MHSA) and is responsible for the implementation and compliance of all related programs. Performs mental health clinical services and related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single level classification that is to provide mental health clinical and administrative services; and to coordinate the programs funded under California's Mental Health Services Act (MHSA), also known as Proposition 63. MHSA represents a comprehensive approach to the development of community based mental health services in which the Act addresses a broad continuum of community services and supports, prevention and early intervention, and technology and innovation, as well as workforce education and training that will effectively support all components of MHSA.

REPORTS TO

Mental Health Director or Mental Health Deputy Director

CLASSIFICATIONS DIRECTLY SUPERVISED

Providing programmatic supervision of professional and support staff of Mental Health

MENTAL HEALTH SERVICES ACT COORDINATOR - 2

EXAMPLES OF DUTIES

A. MHSA Administrative example of duties

- Work with administration, supervisors, staff and consumers to develop and implement of MHSA program.
- Ensures that all services and programs are in compliance with guidelines set forth by the MHSA.
- Educate and train all new and current staff regarding the Wellness and Recovery Model.
- Leads activities that assist with the successful change in role from consumer to provider of services for adult and children systems of care.
- Conduct MHSA stakeholder meetings and public hearings and prepare documentation, as needed.
- Supervise other MHSA staff.
- Attend appropriate training and workshops to maintain current knowledge and understanding of the expectation, and requirements for MHSA programs
- Prepare MHSA reports as required.
- Assist in the coordination of community resources.
- Assist with development and maintenance of performance outcome measures.
- Attend all regularly scheduled Mental Health and MHSA staff meetings.
- Address cultural competency issues by attending and providing trainings and perform surveys as requested.
- Work with Quality Assurance Coordinator and other Mental Health staff to integrate MHSA services.
- Participate in annual MHSA program budget development.
- Participate in State MHSA Medi-Cal Compliance audit.
- Coordinate State site review of MHSA programs.
- Maintain professional conduct outlined in personnel policies and procedures.
- May teach new staff charting and data requirements for record keeping and billing.

B. MHSA Clinical Services:

Either directly provide or insure delegation of clinical duties, including but not limited to the following:

- Develop and provide MHSA clinical services.
- Conducts training surveys to assess feedback regarding immediate and long range needs that promote recovery and wellness, cultural competency, and consumer family partnership and participation.
- Leads activities that assist with the successful change in role from consumer to provider of services for adult and children systems of care.
- Triage individual cases to determine if appropriate for Mental Health services.
- Perform clinical evaluations.
- Develop assessment, service plan and disposition of cases.

MENTAL HEALTH SERVICES ACT COORDINATOR - 3

B. MHSA Clinical Services - continued:

- Perform as coordinator for cases assigned:
 1. Develop coordination plan that addresses needs in cases assigned.
 2. Liaison with other providers to assure that consumer is provided with services needed.
 3. Monitor the progress of cases assigned.
- Attend and participate in in-service training.
- Document all services provided to clients as required by regulations.
- Other duties as assigned.

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 with continuous contact with staff and public. Incumbent will be expected to attend off-site meetings and trainings; and may need to travel to satellite offices.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Federal, State, and local laws, rules, regulations, ordinances, and procedures relating to mental health programs and services.
- Standards, policies, procedures, rules, and regulations pertaining to the Mental Health Services Act.
- Principles and practices of public program development, contract development, and administration.
- Principles and practices of training, evaluating, and supervising subordinates.
- Principles of wellness and recovery and cultural competency in accordance with MHSA.
- Principles and practices of effective public speaking.
- Best practices in community outreach and public relations.

MENTAL HEALTH SERVICES ACT COORDINATOR – 4

Ability to:

- Develop, implement, and coordinate community outreach programs.
- Communicate effectively with the public and exercise interpersonal sensitivity with those of diverse backgrounds.
- Coordinates the efforts of multiple organizations and oversee various community programs.
- Develop and implement policies and procedures. Research, develop, and present a variety of narrative and/or statistical reports.
- Establish and maintain cooperative interpersonal relationships at all organizational levels, with public, and with other agencies.
- Maintain a high degree of initiative, maturity, integrity, accountability, creativity and good judgment. Maintain strong working relationships with multiple departments and agencies in the County and community.
- Read and understand complex laws and regulations.
- Write project proposals and develop programs.
- Negotiate contracts.
- Develop, prepare and present comprehensive reports and recommendations.
- Apply statistical methods to management analysis.

Training and Experience:

Equivalent to a Bachelor's degree from an accredited college or university in public administration, business administration, economics or related field. With three (3) years of full-time, paid experience involving the development, implementation, and/or coordination of mental health, health, or human service programs.

Or

A Bachelor's degree from an accredited college or university with major course work in Psychology, Sociology or a related social science field; or completion of core college course work in psychology, sociology, or a related social science field. With three (3) years of full-time, paid experience involving the development, implementation, and/or coordination of mental health, health, or human service programs.

Or

Possession of a master's degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field from an accredited institution. With possession of a license as a LCSW or MFCC issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners. AND Three (3) years of full-time, paid experience involving the development, implementation, and/or coordination of mental health, health, or human service programs.

Or

MENTAL HEALTH SERVICES ACT COORDINATOR – 5

Training and Experience - continued:

Applicable full-time paid Mental Health Services Coordinator experience involving the development, implementation and/or coordination of mental health, health, or human service programs can be substituted for the college degree.

Special Requirements:

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 PROGRAM CHIEF - NURSING

DEFINITION

Under general direction of the Mental Health Director, to direct the activities of the County's Mental Health Nursing Program Division, including personnel management, program planning and evaluation. Plan, organize, schedule, assign and supervise the work of Mental Health nursing staff, and other mental health support staff to this division; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position class, which oversees and directs the functions and activities of the Mental Health nursing division. Responsibilities include planning, organizing, directing, and supervising nursing staff in providing and meeting essential medical duties to clients of the Mental Health Department and Sierra House.

REPORTS TO

Director of Mental Health or Mental Health Deputy Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Psychiatric Nurse I and II, Psychiatric Technician, Registered Nurse I & II, Licensed Vocational Nurse, and other staff as assigned.

MENTAL HEALTH PROGRAM CHIEF - NURSING - 2

EXAMPLES OF DUTIES

- Plans, schedules, assigns, evaluates and directs the functions of the Mental Health Nursing Division.
- Administers the programs and the work of professional nursing staff and other mental health support staff.
- Provides direction and oversight of Mental Health nursing programs and activities to clients.
- Develop and implement short and long term goals, objectives, policies, procedures and work standards for the Mental Health nursing services function.
- Maintain standards of health nursing programs, including securing medical approval of nursing practices as necessary and assuring that services are provided according to County, State and department regulations and policies.
- Advises staff on the interpretation and application of agency policies and health laws and regulations.
- Develops programs and budgets for Mental Health Program needs.
- Develops information concerning community mental health needs, including the coordination and interpretation of statistical data.
- Evaluates the effectiveness of current health policies and practices, and helps formulate new policies and practices.
- Performs program planning and development work.
- Assists with grant development and administration.
- Schedules clinic sites, times, and staffing; reviews medical records for release to other agencies.
- Reviews the assignment and referral of clients to nursing staff.
- Prepares reports and correspondence relating to the nursing division.
- Acts as consultant to outside agencies.
- Represents the Department with other government agencies.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; lift and move object weighing up to 25 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

MENTAL HEALTH PROGRAM CHIEF - NURSING – 3

TYPICAL WORKING CONDITIONS

Work is usually performed in an office, clinic environment or at Board and Care Facility; exposure to communicable disease; continuous contact with staff and public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, methods, and procedures of general nursing and mental health nursing.
- Assist in identifying community mental health problems and issues and their relationship to the development and operations of programs and services to meet these needs.
- Federal, State, and County laws and regulations applicable to health programs.
- Causes, means of transmission, and method of control of communicable diseases, including sexually transmitted diseases, AIDS and tuberculosis.
- The sociological and cultural problems involved in a mental health nursing program.
- Program planning and development.
- Principles, techniques, and practices of business and health administration.
- Budget development and expenditure control.
- Principles and techniques of effective employee supervision, training, and development.

Ability to:

- Plan, organize, supervise, and administer the functions and services of the Mental Health Nursing Program Division of the Plumas County Mental Health Department.
- Develop, organize, analyze, and interpret statistical data.
- Provide direction, supervision and training for staff.
- Develop and administer a budget and control expenditures.
- Review the work of staff and resolve problems.
- Be responsible for the development, maintenance, and preparation of health statistics, medical records, and reports.
- Direct the preparation and prepare clear, concise reports.
- Effectively represent the Mental Health Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.
- Coordinate assigned activities with community organizations and other government agencies.

MENTAL HEALTH PROGRAM CHIEF – NURSING - 4

Training and Experience:

Five (5) years of professional experience in public or private health setting as a Registered Nurse; and two (2) years in an administrative or supervisory capacity.

Must have a Bachelor of Science in Nursing, including completion of sufficient nursing and public health studies to obtain requisite licenses and certificates from the State of California.

Completion of a Master of Nursing degree or a Master's Degree in a related health field from an accredited program is desirable.

Special Requirements: Possession of a valid license as a Registered Nurse in California and remain active with all annual licensing requirements.

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.