

Specifications for the Class:

MENTAL HEALTH SPECIALIST

DISTINGUISHING CHARACTERISTICS

Positions in this class provide mental health clinical services to consumers, usually diagnosed with severe and persistent mental illness (SPMI), in settings such as, but not limited to, community mental health centers, hospitals, institutional facilities or other public health settings. Work is typically performed as part of an interdisciplinary team consisting of psychiatrists, advanced practice registered nurses (APRN), clinical psychologists, social workers, clinical social workers, marriage and family therapists, and/or mental health counselors.

The work performed by positions in this class include mental health assessments; eligibility determinations; diagnoses; treatment including psychotherapy or psychotherapeutic techniques; crisis intervention; consumer-centered advocacy; consultation; and evaluation; and typically falls within the following practice areas:

Clinical Social Work Practice

The practice involves the application of social work theory and methods to the treatment and prevention of psychosocial dysfunction, disability, or impairment, including emotional and mental disorders. It is based on knowledge of theories of human development within a psychosocial context to help individuals, couples, families and groups enhance or restore their capacities for personal and social functioning.

Clinical social work services include but is not limited to psychosocial assessment; diagnosis; treatment, including counseling and psychotherapy; client-centered advocacy; consultation; and evaluation.

Marriage and Family Therapy Practice

The practice involves the application of psychotherapeutic and family systems theories and techniques in the delivery of services to individuals, couples, or families in order to diagnose and treat mental, emotional, and nervous disorders.

Marriage and family therapy includes but is not limited to assessment and diagnosis of presenting problems; development of treatment plans by incorporating recognized family system theories, counseling principles, or psychotherapeutic

techniques; and implementing and evaluating the course of treatment to assist the consumer to improve behavioral or psychological functioning.

Mental Health Counseling Practice

The practice involves the application of principles, methods, and theories of counseling, psychotherapy, human development; learning theory, group and family dynamics; rehabilitation and the etiology of mental illness and dysfunctional behavior; to render professional counseling services to individuals, families, or groups.

Mental health counseling includes but is not limited to the assessment, diagnosis, and treatment of, and counseling for, mental and emotional disorders, substance abuse and conduct disorders, the application of educational techniques aimed at the prevention of these disorders, and the provision of consultative services to individuals, couples, families, groups, organizations, and communities.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed. The scope and level of complexity of assigned duties are commensurate with the scope and level of complexity of work reflected in each class.)*

1. Provides screening and eligibility determination evaluations, following procedures as determined by the program for persons applying or referred for services.
2. Independently completes comprehensive, thorough, and complete mental health assessments and evaluations, including diagnostic, psychosocial, and substance abuse assessments leading to a DSM*-V or ICD*-10 diagnosis in accordance with policies, procedures, and directives; signs completed intake assessments. [*Diagnostic and Statistical Manual of Mental Disorders and International Classification of Diseases].
3. Based upon assessments and evaluations, makes determination of eligibility for individuals to receive services.
4. Independently provides comprehensive, thorough and complete screenings, assessments, and evaluations to determine consumer's strengths, support systems, and environmental resources, prior functioning and treatment, and current level of functioning, by conducting interviews with the consumer, collaterals, and family, and by thoroughly reviewing available documentation at the clinic services location and/or in the community.
5. Performs risk assessments to evaluate consumers upon admission for services to determine appropriate treatment mindful of public safety protection as appropriate.

6. As a member of an interdisciplinary team, develops, reviews, and monitors individualized, culturally appropriate, and recovery-oriented treatment plans that reflect thorough assessment needs identification and consumer involvement.
7. Attends and participates in interdisciplinary team meetings to report on consumers' progress and discuss the need for changes and/or modifications to the treatment plans.
8. Provides scheduled, direct face-to-face specialized, short-term, focused, goal-oriented psychotherapeutic services to consumers, in individual or group settings, who have a wide range of psychiatric and psychosocial behavioral problems.
9. Assists consumers, their families, and other supportive collaterals in identifying educational opportunities about mental illness and about relapse prevention. Participates in educating consumers, families, and members of the community regarding mental illness and mental health services.
10. Provides clinical consultation and technical assistance to other staff regarding specialized needs of consumers; and identifying and implementing improved methods, policies, procedures, standards, and interventions including problem solving for difficult and complex cases.
11. Assures that defined outcomes of the provision of services to consumers are met.
12. Obtains all necessary initial and continuing authorizations for services in accordance with policies, procedures and directives, and/or other third-party payer requirements for assigned cases.

COMPETENCIES REQUIRED: *(The competencies required to effectively perform the key duties of these classes are indicated in the following table. The degree of each competency required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in each class.)*

"P" indicates a prerequisite competency, which must be brought to the job.

"A" indicates a competency that is required for full performance that may be acquired on the job, within the probationary period.

COMPETENCIES	PREREQUISITE/ ACQUIRED
READING: Understand and interpret complex written material, including laws, rules, regulations and policies.	P
WRITING: Use correct English grammar, punctuation and	P

spelling; communicate information in a succinct and organized manner; produce written information that is appropriate for the intended audience.	
ORAL COMMUNICATION: Express information to individuals and groups effectively, taking into account the audience and nature of the information.	P
DECISION MAKING: Make sound, well-informed and objective decisions; perceive the impact and implications of decisions.	P
PROBLEM SOLVING: Identify problems; analyze problems logically and systematically; determine accuracy and relevance of information; use sound judgment to generate and evaluate alternatives and to make recommendations.	P
REASONING: Identify rules, principles or relationships that explain facts, data or other information; analyze information, make correct inferences and draw accurate conclusions.	P
INFORMATION MANAGEMENT: Identify a need for and gather information from appropriate sources; organize information to facilitate analysis and decision making.	P
INTERPERSONAL SKILLS: Deal effectively with others; establish and maintain effective working relationships with others; treat others with courtesy and tact.	P
TECHNICAL COMPETENCE: Understand and apply behavioral health principles, practices, methods and techniques, including mental health assessment, diagnoses and psychotherapy.	P
ORGANIZATIONAL AWARENESS: Understand and apply pertinent laws, rules, policies and procedures.	A

DESIRABLE QUALIFICATIONS

A valid license to practice as a Clinical Social Worker, Marriage and Family Therapist, or Mental Health Counselor, in the State of Hawaii.

MINIMUM QUALIFICATION REQUIREMENTS

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree with a minimum of twelve (12) semester credit hours in psychology, social work or other related social/behavioral science

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that

provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree with the course work described above may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had responsible experience of the kind, quality and quantity described in the statements below, or any equivalent combination of training and experience:

General Experience: One and one-half (1-1/2) years of responsible professional work experience which required a high degree of analytical skill. Such experience must have involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action; demonstrated the ability to elicit information orally and in writing; reading, comprehending, interpreting and evaluating technical subjects, analysis or proposals; and applying problem solving methods and techniques, such as defining and analyzing problems, identifying alternative courses of action, using judgment in determining appropriate alternatives; and preparing clear and concise written reports and recommendations for action.

Specialized Experience: Two (2) years of professional experience providing mental health clinical services to individuals, couples, families, and/or groups with mental illness(es). Such experience must have included the provision of mental health assessments and evaluations to determine current level of functioning, strengths and needs identification; development of a treatment plan; clinical diagnoses and provision of mental health services to consumers with a wide range of psychiatric and psychosocial behavioral problems.

Substitutions Allowed

1. A master's degree in counseling, marriage and family therapy, psychology, social work, or other closely related field may be substituted for one (1) year of the Specialized Experience.
2. Excess Specialized Experience may be substituted for the General Experience on a month for month basis.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is the first specifications for the new class, MENTAL HEALTH SPECIALIST.

DATE APPROVED:

11/15/16

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