

The work requires knowledge of human growth and development; child development; factors which contribute to abnormal development; assessment tools and treatment modalities and practices in dealing with the mental health needs and problems of children and adolescents in order to assure that client needs are identified and appropriate services are provided.

Positions are allocated to classes in this series on the basis of:

- a) Nature and scope of work assignments;
- b) Nature of supervision received and exercised;
- c) Nature of available guidelines for performance of work;
- d) Nature of person-to-person contacts;
- e) Nature and scope of recommendations, decisions, commitments and conclusions; and
- f) Knowledge and abilities required.

This is the first specification for the new MENTAL HEALTH CARE COORDINATOR SERIES (MENTAL HEALTH CARE COORD SERIES).

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MENTAL HEALTH CARE COORDINATOR III
(MENTAL HEALTH CARE COORD III)

3.341

Duties Summary:

Functions as a mental health care coordinator and is responsible for coordinating the assessment, development, implementation and monitoring of

individualized mental health treatment plans for children and/or adolescents; and performs other related duties as assigned.

Distinguishing Characteristics:

This class involves responsibility for participating in an interdisciplinary team's assessment of individuals and the development, implementation and monitoring of individualized mental health treatment plans for children and adolescents.

Once the mental health component of the plan is established, the MH Care Coordinator is responsible for obtaining, coordinating and monitoring the mental health services provided to the child or adolescent, and family as applicable, by direct care staff and private agencies/individuals which provide services for children and adolescents on a contractual basis in implementing these individual treatment plans and in ensuring that planned services are provided.

At this level, the position may authorize outpatient services, and recommend authorization of other services.

Assigned cases are generally the less complex cases. If more complex cases are assigned for care management, or cases develop unanticipated complexities, additional guidance is provided by supervisory or discipline-specific staff.

Professional judgment is exercised in continuing monitoring and assessment to determine appropriateness of services provided; necessary changes to the individual active treatment plans; identify the need for and obtain additional specialized professional services as necessary; and ensure coordination with other agencies and individuals responsible for services to the client in other areas.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Care Coordination: Facilitates client/family entry into the system by following defined identification and admission process; serves as central point of contact for client and/or family to the array of mental health services, as well as to the entire system of care; provides the mechanisms for comprehensive evaluation, treatment and linkage services related to mental health services; actively solicits and advocates for families as equal partners in service planning; gathers diagnostic information in an orderly fashion for reports and/or screening conferences and participates in the service plan

development; arranges and facilitates necessary conferences and interagency meetings; maintains ongoing contact with family to facilitate their needs being met, and their satisfaction with services; makes appropriate collateral or other referrals as clinically indicated; establishes and maintains collaborative partnerships with child serving agencies in the system of care with the goal of being actively responsive to the needs of the child and family; responds to mental health crises by referring to appropriate contract providers, or by providing clinical intervention as directed by branch chief; presents case material for review at Family Guidance Center interdisciplinary meetings at appropriate intervals; maintains a case record as required by the Child and Adolescent Mental Health Division. Submits reports to other agencies when requested and permitted; serves as the family court liaison for any client with legal involvement; and fulfills role while embracing and operationalizing the Child and Adolescent Service System Program principles.

Service Authorization: Maintains a comprehensive clinical understanding of each client/family assigned in order to facilitate timely and efficient transfer between levels of care; identifies the need for services and/or reviews service authorization requests and authorizes/recommends a combination of appropriate service levels as clinically indicated to foster accomplishment of service plan goals, and to reduce the frequency and duration of out-of-home placement. Authorizes outpatient services and recommends the authorization of other types of services; collaborates with client, contracted providers, school personnel, and family to arrange for the appropriate interventions while maintaining the client in the least restrictive environment; arranges for timely and efficient access to services, and completes timely and efficient service authorization in order to prevent any interruption in service delivery or payment to providers; monitors service delivery patterns of cases assigned and presents in clinical supervision; effectively authorizes service delivery such that client receives services in the least restrictive environment in accordance with Child and Adolescent Service System Program principles; maintains comprehensive documentation of services authorized and clinical reasoning for level of care; and provides consultation to other Family Guidance Center staff in completing service authorization by routinely communicating new community resources and programs available to children and their families.

Miscellaneous: Attends and participates in team meetings, case conferences and other staff meetings pertaining to children and families; and serves in one of the following roles, if assigned by branch chief: Community Children's Council liaison, contract monitoring, or other quality monitoring tasks. Actively participates in Family Guidance Center administrative meetings based on professional knowledge.

Prerequisite Knowledge and Abilities Required:

Knowledge of: Human growth and development; child development; human behavior; general factors which contribute to abnormal growth and development; general knowledge of practices used in dealing with mental health problems and/or children/youth.

Ability to: Coordinate the development of individualized treatment plans with interdisciplinary professionals; coordinate others in implementing the plans; establish and maintain effective relationships with others; prepare clear and concise reports; and collect, analyze and evaluate data.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Human growth and development; child development; human behavior; general knowledge of factors which contribute to abnormal growth and development; general knowledge of practices used in dealing with mental health problems and/or children and youth; Child and Adolescent Service System Program principles; and general knowledge of roles of the many child serving agencies.

Ability to: Coordinate the development of individualized mental health treatment plans with interdisciplinary and multi-agency professionals; understand the results of various assessment tools, coordinate others in implementing the plans; establish and maintain effective relationships with others; maintain oversight over/monitor the work of direct service providers to assure compliance with treatment plans; prepare clear and concise reports; and collect, analyze and evaluate data.

MENTAL HEALTH CARE COORDINATOR IV
(MENTAL HEALTH CARE COORD IV)

3.342

Duties Summary:

Functions as a care coordinator and is responsible for coordinating the assessment, development, implementation and monitoring of individualized mental health treatment plans for children and adolescents; and performs other related duties as assigned.

Distinguishing Characteristics:

This class involves responsibility for serving as the mental health representative on an interdisciplinary team which assesses individual children and adolescents and develops an individualized mental health treatment plan.

This involves coordination of services with a number of professionals in establishing interdisciplinary objectives, plans and activities in working toward achieving the highest possible functional level for the individual. The work also involves coordination with direct care staff and private providers (agencies/individuals) which provide services for children and adolescents on a contractual basis in implementing these individual treatment plans; and in monitoring services to ensure that planned services are provided.

Positions in this class authorize emergency services, outpatient services, day programs, and intensive support programs, and make recommendations regarding authorization for other types of services.

Assigned cases consist of the more clinically complex cases, either due to multi-agency involvement with the family or severe clinical and/or family deficits and/or needs areas. They plan and authorize varied services to meet the complex needs of assigned clients. A high degree of professional judgment is exercised in assuring that client's needs are met and in continuing monitoring and assessment to determine necessary changes to the individual treatment plans; and to obtain specialized professional services as necessary.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

School Complex Liaison: Serves as necessary liaison between the Family Guidance Center and the Department of Education schools providing school consultation in identifying children who may need mental health services; assists Department of Education personnel in linking the child/family to the mental health service array; and serves as interim care coordinator for clients referred for mental health evaluation.

Care Coordination: Facilitates client/family entry into the system by providing a smooth and clearly defined identification and admission process; serves as central point of contact for client and/or family to the array of mental health services, as well as to the

entire system of care; provides the mechanisms for comprehensive evaluation, treatment and linkage services related to mental health services; actively solicits and advocates for families as equal partners in service planning; gathers diagnostic information in an orderly fashion for reports and/or screening conferences and participates in the service plan development; arranges and facilitates necessary conferences and interagency meetings; maintains ongoing contact with family to facilitate their needs being met, and their satisfaction with services; makes appropriate collateral or other referrals as clinically indicated; establishes and maintains collaborative partnerships with child serving agencies in the system of care with the goal of being actively responsive to the needs of the child and family; responds to mental health crises by referring to appropriate contract providers, or by providing clinical intervention as directed by branch chief; presents case material for review at Family Guidance Center interdisciplinary meetings at appropriate intervals; maintains a case record as required by the Child and Adolescent Mental Health Division. Submits reports to other agencies when requested and permitted by division policy; serves as the family court liaison for any client with legal involvement; and as assigned and specifically authorized by branch chief, conducts comprehensive psychosocial assessments and/or provides direct clinical services to clients/families.

Service Authorization: Maintains a comprehensive clinical understanding of each client/family assigned in order to facilitate timely and efficient transfer between levels of care; collaborates with client, contracted providers, school personnel, and family to arrange for the appropriate interventions while maintaining the client in the least restrictive environment; reviews service authorization requests and authorizes a combination of appropriate service levels as clinically indicated to foster accomplishment of service plan goals, and to reduce the frequency and duration of out-of-home placement. Authorizes emergency services, outpatient services, day programs, intensive support programs, and recommends authorization of other services as appropriate; utilizes critical objective decision making in authorizing services for all cases; arranges for timely and efficient access to services; completes timely and efficient service authorization in order to prevent any interruption in service delivery or payment to providers; monitors service delivery patterns of cases assigned and presents in clinical supervision; effectively authorizes service delivery such that client receives services in the least restrictive environment in accordance with Child and Adolescent Service System Program principles; and maintains comprehensive documentation of services authorized and clinical reasoning for level of care.

Miscellaneous: Attends and participates in team meetings, case conferences and other staff meetings pertaining to children and families; serves in one of the following roles as assigned: Community Children's Council liaison, contract monitoring, or other quality monitoring tasks; and actively participates in Family Guidance Center administrative meetings to insure that social service theories, issues, and services are

appropriately integrated with other disciplines resulting in a comprehensive interdisciplinary approach to service delivery.

Prerequisite Knowledge and Abilities Required:

Knowledge of: Human growth and development; child development; general knowledge of factors which contribute to abnormal growth and development; human behavior; various assessment tools used in the mental health field; general knowledge of practices used in dealing with the mental health problems of children and adolescents; Child and Adolescent Service System Program principles; and roles of child serving agencies.

Ability to: Coordinate the development and implementation of individualized mental health treatment plans with interdisciplinary and multi-agency professionals; understand the results of various assessment tools; coordinate with others in implementing the plans; maintain oversight over/monitor the work of direct service providers to assure compliance with treatment plans; establish and maintain effective relationships with others; prepare clear and concise reports; assess needs of the child/adolescent and family; and collect, analyze and evaluate data.

Full Performance Knowledge and Abilities Required: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Human growth and development; child development factors which contribute to abnormal growth and development; human behavior; various mental health assessment tools and how they are administered and used in developing treatment plans; current trends and practices in dealing with the mental health problems of children and adolescents; Child and Adolescent Service System Program principles; and roles of child serving agencies.

Ability to: Coordinate the development and implementation of individualized mental health treatment plans with interdisciplinary professionals; coordinate and/or advise others in implementing the plans; maintain oversight over/monitor progress and identify the need for reassessment and/or changes in treatment; establish and maintain effective relationships with others; prepare clear and concise reports; assess needs of the child/adolescent and family; and collect, analyze and evaluate data.