

EMERGENCY AND INPATIENT SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position in the Department of Mental Hygiene providing direct therapeutic services and coordinating the services provided by the Inpatient Unit at St. Francis Hospital with the rest of the department. Incumbent interacts frequently with the psychiatrists in the department, handling the necessary administrative details involved in the running of an inpatient unit. Clinical supervision is received from the Clinical Division Chief, Division of Acute Services.

TYPICAL WORK ACTIVITIES:

1. Counsels patients in need of emergency psychiatric services;
2. Does initial screening of patients and confers with psychiatrists on appropriate action to be taken;
3. Oversees maintenance of medical records and provides all information necessary for billing and reimbursement purposes;
4. Processes necessary paperwork to admit patient to inpatient psychiatric unit of St. Francis Hospital;
5. Conducts emergency home visits and evaluations at the request of local law enforcement agencies, Commissioner of Mental Hygiene, etc.;
6. Serves as resource person to the Department of Mental Hygiene and outside agencies on sections of New York State Mental Hygiene Law concerning authorizations for committal and the rights of individuals;
7. Serves as resource person on community resources available and the various meetings, such as staff meetings of the psychiatrists and the Division of Acute Services;
8. Attends various meetings, such as staff meetings of the psychiatrists and the Division of Acute Services;
9. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of local community resources and the services provided by the local Dutchess County Department of Mental Hygiene; good knowledge of the factors which contribute to mental, emotional and social maladjustments and of therapeutic techniques to treat those affected; good knowledge of the terminology of the mental health field; good knowledge of the New York State Mental Hygiene Laws pertaining to authorization for committal and the rights of individuals; good knowledge of the principles and practices of counseling and crisis intervention; ability to schedule and assign work; ability to maintain competency and to keep abreast of latest developments in the field; ability to relate sympathetically to a potentially difficult client population; ability to maintain records; ability to communicate effectively, both orally and in writing; patience; tact; courtesy; resourcefulness; physical condition commensurate with the demands of the position.

EMERGENCY AND INPATIENT SERVICES SPECIALIST (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with a Master's degree in Psychology, Social Work, Rehabilitation Counseling, Nursing or a closely related mental health field PLUS one (1) year of professional work experience in a community mental health setting, six months of which shall have involved working in an inpatient unit;
- OR: (B) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in Psychology, Social Work, Rehabilitation Counseling, Nursing or a closely related mental health field PLUS two (2) years of professional work experience in a community mental health setting, six months of which shall have involved working in an inpatient unit;
- OR: (C) Graduation from a regionally accredited or New York State recognized college of university with an Associate's degree in Psychology, Sociology or a closely related mental health field PLUS three (3) years of professional work experience in a community mental health setting, six months of which shall have involved working in an inpatient unit;
- OR: (D) Graduation from an approved two or three year school of professional nursing PLUS (3) years of professional work experience in a community mental health setting, six months of which shall have involved working in an inpatient unit.

SPECIAL REQUIREMENT FOR CANDIDATES QUALIFYING UNDER OPTION (D):

Eligibility for a New York State Registered Professional Nurse's License at time of application.
Possession of said license at time of appointment.

SPECIAL REQUIREMENT:

Possession of a valid driver's license.

MH0206

ADOPTED: 12/82

REVISED: 01/10/83

07/01/91