

COMMUNITY MENTAL HEALTH COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional counseling position involving the delivery of therapeutic services to enable patients to cope with social and emotional disabilities. Responsibilities include but are not limited to intake; diagnostic assessment and evaluation; treatment planning; therapy; maintenance of case records; preventive community education and coordination of client services with community agencies. Case assignments and administrative supervision are received from the Clinical Unit Administrator. Clinical supervision is received on an as-needed basis from the Clinical Unit Administrator or some other higher level clinical mental health professional. Peer assessment and suggestions regarding treatment plans are developed at weekly unit meetings. Supervision may be exercised over subordinate staff.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbent in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Maintains an individual caseload, providing patients with individual, group, family and marital therapy;
2. Assists with the pre-intake and intake of new clients into the system, compiling information on patients' physical/mental history;
3. Diagnoses patient's problems and refers patients to appropriate programs within the Division of Mental Hygiene;
4. Formulates treatment plans for individual patients and modifies treatment plans on an on-going basis to reflect patient's behavior changes as a result of therapy;
5. Maintains case records, documenting all patient contacts and meeting deadlines for required paperwork;
6. Determines when patient's therapy should be discontinued and prepares patient for the completion of treatment;
7. May refer patient to Case Manager for needed services which would not be under jurisdiction of this position;
8. Coordinates patients' treatment with other agencies such as Schools, Community and Family Services, Probation Department, etc.;
9. May do court-ordered evaluations on the severity of patient's substance abuse problem, make recommendations for treatment, and will coordinate with the local courts for pre-trial diversion;
10. Provides preventive care on substance abuse, mental health issues, etc., through information and educational community activities;
11. May develop and implement follow-up studies to determine program effectiveness;
12. Responds to queries from insurance companies, Community and Family Services and other agencies concerning pertinent patient information;
13. May function as a patient advocate which involves monitoring of patient attendance, appointments, problems and progress, and making referrals as necessary;
14. May function as a Case Manager which could include the following duties: initial screening and referral of patients entering the system, patient advocacy, outreach and home visits, and acting as a liaison between the patient and the various human service agencies;

COMMUNITY MENTAL HEALTH COUNSELOR (Cont'd)

TYPICAL WORK ACTIVITIES: (Cont'd)

15. Will develop community transitional plans in concert with the patient;
16. Must be able to deal with crisis intervention which includes the crisis telephone and texting calls, and perform emergency assessments at the hospital and other locations in the community.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the factors which contribute to mental, emotional, and social maladjustment and of therapeutic techniques to treat those affected; good knowledge of the principles and techniques of counseling; good knowledge of personality development; knowledge of software packages for word processing to produce memos and letters, database management and spreadsheets to compile and produce lists and reports; ability to organize work effectively; ability to maintain competency and to keep abreast of latest developments in the mental health field; ability to relate sympathetically to a potentially difficult patient population; ability to understand the methodology and results of research projects; ability to maintain records; ability to communicate effectively, both orally and in writing; ability to work as a member of a team; ability to establish satisfactory relationships with others; good judgement; initiative; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State recognized college or university with a Master's degree in Psychology or Counseling or a closely related field PLUS one year of full-time work experience in counseling duties under professional supervision.

NOTE: A New York State License as a Mental Health Counselor may be substituted for work experience.

SPECIAL REQUIREMENT FOR APPOINTMENT:

Possession of a New York State Driver License at time of application.

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