RECOMMENDED ACTION AND JUSTIFICATION:
Approve an amendment to the Mental Health Clinician job description to appropriately define the minimum qualifications. The existing description requires two years of post master's mental health counseling experience. This language prohibits the hiring of recently graduated entry level Mental HealthClinicians and does not fit with the stipend language that your Board approved which indicates that a $500 monthly stipend would be given to employees with a Masters in Social Work or a Masters of Art. Requiring that candidates with no experience have either a valid license as a Clinical Social Worker (LCSW), a valid license as a Marriage and Family Therapist (MFT), or an intern number of licensure as either an Associate Clinical Social Worker or a Marriage, Family Therapist intern in the State of California would allow the hiring of licensed clinicians, interns that are in the process of obtaining their license and already have completed supervision hours, as well as recent graduates who have completed their education and are registered with the Board of Behavioral Sciences. Because recent graduates are required to have two years of supervised field instruction while in the Master's program, hiring these individuals would benefit the County because MediCal is billed for their services as long as they are registered with the Board of Behavioral Sciences. Incumbents would receive close supervision from seasoned Behavioral Health staff that will train them in order that incumbents can receive the experience needed for licensure as an LCSW or an MFT.

Recruitment for the Mental Health Clinician has been difficult in attracting candidates with the existing minimum qualifications. The recommended language will attract not only LCSWs and MFTs but also recent graduates who will receive the supervision needed to complete the required number of hours of supervised therapy.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
From time to time, the Board amends job descriptions as needed.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

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<th>Financial Impact? ( ) Yes (X) No</th>
<th>Current FY Cost: $</th>
<th>Annual Recurring Cost: $</th>
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<td>Additional Funding Needed:</td>
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<td>Internal Transfer</td>
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<td>Contingency</td>
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<tr>
<td>( ) General ( ) Other</td>
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<th>CLERK'S USE ONLY:</th>
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<tr>
<td>Absent:</td>
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<tr>
<td>Approved</td>
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<tr>
<td>( ) Minute Order Attached ( ) No Action Necessary</td>
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The foregoing instrument is a correct copy of the original on file in this office.

Date: 

Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: ________________________________
Deputy

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<th>COUNTY ADMINISTRATIVE OFFICER:</th>
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<td>Requested Action Recommended</td>
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<td>No Opinion</td>
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CAO: ____________________
MENTAL HEALTH CLINICIAN

DEFINITION
To assess, diagnose, counsel, and provide psychotherapeutic treatment, rehabilitation, and care coordination for seriously emotionally disturbed children and adolescents, and seriously and persistently mentally ill adults; to provide educational and consultation services to other community agencies, and the public; and to perform related duties and responsibilities as required.

SUPERVISION EXERCISED AND RECEIVED
 Receives direction from the Deputy Director of Behavioral Health or a Social Worker Supervisor II, or the Human Services Director.

EXAMPLES OF ESSENTIAL FUNCTIONS
Interviews potential clients to assess needs for mental health services or referral elsewhere.

Counsels or provides psychotherapeutic and rehabilitation services for individuals, family members and groups to assist them in achieving productive social adjustments, reducing the impact of disability disorders, and facilitating their achievement of living, vocational, recreational, and interpersonal goals.

Documents clinical activity presenting diagnostic and interview findings, clinical evaluations, and recommendations.

As a member of an interdisciplinary team, reviews diagnosis and treatment plans with other professional and technical staff; and may act as a case manager by coordinating services for clients to assure continuity of care and to assure that clients receive appropriate types of services.

Provides crisis counseling in the field and in the office for individuals experiencing acute episodes, evaluates patients and arranges for voluntary or involuntary admission to facilities for observation and treatment.

Confers with and advises clients' relatives to secure their understanding of and cooperation in treatment and rehabilitation programs.

Cooperates and works with other agencies and practitioners regarding mutual clientele.

Educates clients and their families regarding their diagnosis, prognosis, treatment, and rehabilitation process.

Manages the care of clients by assessing and referring them to public and private providers and monitoring their progress.

Develops and presents training programs for departmental staff.

Develops, conducts, and/or participates in quality assurance and program evaluation studies.
Assists clients to obtain stable housing, physical health care, benefits, and entitlements, and to basic living skills.

Performs administrative and general office work as required, including preparing reports and correspondence, attending meetings, copy and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

Marriage, family, and child relationship dysfunctions.

Methods of developing and implementing a treatment plan.

Current trends in the field of mental health.

Laws and regulations applicable to mental health.

**Ability to:**
Perform effective counseling and psychotherapy with individuals, families, and groups.

Develop and maintain cooperative relationships with clients' families, members of other professional disciplines, social agencies, and co-workers.

Relate professionally with persons with serious mental disorders.

Identify and utilize community resources.

Advise and train other mental health staff; and prepare and present clear and concise oral and written reports.

**TYPICAL WORKING CONDITIONS**
Work is normally performed in an office environment. Interaction with clients requires adaptability when confronted with emergency, critical, unusual, or potentially dangerous situations. Potential exposure to infectious diseases.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties: lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio, visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.
MINIMUM QUALIFICATIONS

Education:
Graduation from an accredited college or university with a Master’s degree in social work, family or marriage counseling, psychology, or closely related field.

Additional Requirements:
Possession of a valid California driver’s license.

Possession of a valid license as a Clinical Social Worker (LCSW), or a valid license as a Marriage and Family Therapist (MFT), or an intern number of licensure as either an Associate Clinical Social Worker or a Marriage and Family Therapist intern in the State of California as established by the Board of Behavioral Science Examiners.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
TO: RICH INMAN, County Administrative Officer
FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: APPROVE AN AMENDMENT TO THE MENTAL HEALTH CLINICIAN JOB DESCRIPTION TO APPROPRIATELY DEFINE THE MINIMUM QUALIFICATIONS
RESOLUTION: 06-22

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on January 17, 2006

ACTION AND VOTE:

Consent Agenda item 4 – Amendment to the Mental Health Clinician job description. Supervisor Bibby asked that the job description be corrected to include the position as receiving supervision from the Human Services Director. (M)Bibby, (S)Turpin, item 4 was approved, with the correction/Ayes: Unanimous.

CA-4 Approve an Amendment to the Mental Health Clinician Job Description to Appropriately Define the Minimum Qualifications (County Administrative Officer); Res. 06-22, with correction

Cc: Sandra Laird, Personnel
Cheryl Rutherford-Kelly, Human Services Director
File