

DEPARTMENT: MENTAL HEALTH
CLASSIFICATION: COMPETITIVE
APPROVED: SEPTEMBER 6, 2024

LICENSED CLINICIAN

DISTINGUISHING FEATURES OF THE CLASS: These duties require the performance of mental health/behavioral health counseling in helping patients with social, emotional and related difficulties associated with their identified concerns or disability. The work is performed within prescribed routines with some leeway permitted in determining the scope of work to be performed in helping the patient to adjust into his/her old or new environment. Employees in this class are expected to meet with professionals of agencies in or outside of the community to obtain assistance and guidance for patients. The Licensed Clinician functions under the direction of a higher-level assigned supervisor who may define or limit the work to be performed. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Participates in the intake and screening of new patients, evaluating and providing a diagnostic impression of the patient and his/her problems;
2. Provides individual, group and family treatment;
3. Meets regularly with supervisors to review caseload and to receive clinical supervision and direction in areas such as, but not limited to, assessment; development and implementation of treatment; individual, collateral and group counseling; crisis intervention; patient/client advocacy; and other associated areas;
4. Provides directed treatment services to help patients adjust to their disabilities and social environment;
5. Refers clients to other governmental and non-governmental agencies;
6. Coordinates various activity and treatment programs with other service agencies;
7. Compiles case rerecord documentation, including progress notes, treatment planning, assessments, discharge summaries, court/treatment reports, in accordance with program expectations;
8. Plans with the community mental health team, with community mental health agencies, primary care, and social service providers to relate the patient's treatment and rehabilitation program to his/her social situation prior to his discharge;
9. Collects and maintains appropriate data from various sources such as professional staff and patients' families to establish an overall approach to the solution of patients' mental and social problems;
10. Maintains information on community and health resources which can be utilized during the patient's care and subsequent to discharge;
11. Participates in the process of transfer of patients to other levels of treatment, as appropriate;
12. Participates in intensive community case management services, when assigned;
13. Provides additional clinical services appropriate to his/her license (ie: registered nurses may provide injections and nursing assessments, marriage and family therapist may provide marriage counseling, creative arts therapist may utilize creative arts interventions, etc.), when assigned;
14. Does not supervise professional staff but assigns work to clerical / support staff and coordinate work with outside agencies, when necessary;
15. Participates in crisis on-call rotation and community based evaluation, advocacy, and crisis intervention;
16. May be assigned to provide nursing supervision to a Licensed Practical Nurse if the incumbent is a Registered Professional Nurse.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices and procedures of mental health and/or behavioral health social work and/or of the social factors affecting disease and disability; the ability to organize work effectively; the ability to interpret Federal, State and local laws affecting the medical and health programs; ability to prepare reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS AT TIME OF APPLICATION/EXAMINATION:

Graduation with a Master's Degree in Social Work, Mental Health Counselor, Marriage and Family Therapist, Creative Arts Therapist, or Psychoanalyst and eligibility for a limited permit.

MINIMUM QUALIFICATIONS AT TIME OF APPOINTMENT:

1. Possession of one of the following: Current New York State license, provisional license, or limited permit as a Master of Social Work, Mental Health Counselor, Marriage and Family Therapist, Creative Arts Therapist, or Psychoanalyst; **OR**
2. Possession of a current New York State Registered Professional Nurse license and two (2) years of supervised nursing experience in a mental health, behavioral health, or related disability program.

SPECIAL REQUIREMENT: Employees must maintain an appropriate provisional license, limited permit, or permanent license throughout the duration of employment.

NOTE:

1. Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.
2. Verifiable part-time and/or volunteer experience will be pro-rated towards meeting the minimum qualifications.