



Supervising Behavioral Health Services Specialist

Class Code:
2517

Bargaining Unit: Miscellaneous

COUNTY OF SISKIYOU
Established Date: Mar 17, 2024
Revision Date: Mar 17, 2024

SALARY RANGE

\$27.79 - \$34.62 Hourly
\$2,223.20 - \$2,769.60 Biweekly
\$4,816.93 - \$6,000.80 Monthly
\$57,803.20 - \$72,009.60 Annually

DESCRIPTION:

DEFINITION

Under general supervision, lead and supervise Behavioral Health staff and program activities; provide specialized and intensive behavioral health treatment, case management, rehabilitation skills, and services for department clients; schedule officer-of-the-day duties; be responsible for assigned staff and an assigned facility, its programs, and its security; to serve as a liaison with community, regional, or state agencies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced classification of the Behavioral Health Services Specialist position and is assigned paraprofessional, complex duties in the delivery of mental health services, and supervision of staff and programs or units.

REPORTS TO

System of Care System Administrator or other management staff.

CLASSIFICATIONS SUPERVISED

Behavioral Health Specialist I/II, and other staff as assigned.

EXAMPLES OF DUTIES:

ESSENTIAL DUTIES:

Essential duties may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list. Incumbents may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.

- Serves in a supervisory position assisting with service and productivity monitoring at a department service site.
- Assists in case assignments; performs or assigns officer-of-the-day duties.
- Evaluates performance of line staff and writes and conducts performance evaluations for assigned staff.
- Provides crisis intervention services on the telephone and with walk-in clients including after-hours crisis on-call/stand-by work.
- Performs case evaluations and arranges for and/or attends multi-disciplinary team meetings.
- Performs community outreach and serves as a liaison upon request; facilitates staff utilization of community resources.
- Assists in the implementation of specific policies and procedures related to service delivery, records maintenance, case documentation, building security, and computer access, participates in peer review, and other duties as assigned.
- Provides mental health interventions that focus on behavioral improvements, such as teaching social skills, coping skills, and anger management skills to help clients achieve treatment goals.
- Provides and oversees case management services intended to reduce barriers to treatment and provision of needed services, such as through linkage to other community partners.
- Completes progress notes, and other documentation, documenting service provision in an electronic medical record in a timely manner and in accordance with State/County standards.
- Adheres to mandatory abuse reporting laws, HIPAA, and 42CFR requirements.
- Provides individual and/or group training.
- Understands, implements, trains, and oversees the Strengths-Based Model to fidelity.
- Provides lead direction, work coordination, and training as assigned.

Knowledge of

- Principles of supervision, training, progressive discipline, and work evaluation; leadership skills and implementation.
- Available community resources for behavioral health services. Problems and needs of the seriously mentally ill.
- Principles, procedures, techniques, and trends related to counseling, therapy, and guidance of individuals, groups, and families in behavioral health programs, including mental health, alcohol and drug treatment and prevention programs.
- Biological, behavioral, and environmental aspects of behavioral health and behavioral problems.
- State, federal, and local laws, regulations, and requirements for the provision of behavioral health services.
- Legislative and administrative rules and regulations pertaining to Lanterman-Petris-Short and Short-Doyle services.
- Scope and activities of public and private health and welfare agencies and other community resources.
- Leadership and supervisory skills of line staff, including planning, organizing, coordinating, and reviewing associated work.
- Identify and analyze problems and central issues, select alternatives, develop workable solutions, identify potential consequences of proposed actions, and implement recommendations in support of departmental objectives.
- Provide information to managers and other supervisors on a wide variety of matters.
- Acquire subject matter expertise in specific functions and programs including applicable laws, rules, regulations, procedures, and operations.
- Recommend and implement changes and improvements in assigned areas. Understand, interpret, and apply laws, rules, and regulations as they relate to various areas of responsibility.

- Development of presentations where applicable, such as to the Board of Supervisors, other agencies, staff, and the public.
- Communicate effectively with a variety of individuals representing different cultures and backgrounds and function calmly in situations that require a high degree of sensitivity, tact, and diplomacy.
- Prepare clear and concise comprehensive reports, summaries, abstracts, correspondence, and other documentation.
- Assist with the understanding of and/or developing rules, regulations, policies, and procedures.
- Plan, prepare, coordinate, and supervise the implementation of training programs.
- Intermediate computer skills in Microsoft Word, Excel, Outlook and PowerPoint, Teams, Zoom, and other computer and communication/meeting platforms.
- Peer review processes.

Ability to:

- Work in a fast-paced environment and be able to multitask.
- Work effectively with diverse ethnic, religious, socioeconomic, and professional groups of people.
- Perform crisis intervention and de-escalation methods and techniques.
- Perform a variety of behavioral health services, including mental health, alcohol and drug abuse recovery support services with individual clients and groups, as assigned.
- Apply and explain federal and state laws, rules, and regulations governing behavioral health and alcohol and drug programs and services.
- Develop and maintain cooperative, constructive relationships with clients' families, members of professional disciplines, social agencies, and other staff.
- Prepare clear, concise, and comprehensive casework records and make sound recommendations.
- Develop and implement client case management services.
- Analyze case information and reach sound treatment decisions.
- Maintain the confidentiality of case information.
- Handle stress and at-risk client behavior.
- Attend job-related training and participate in a variety of in-service training, and seminars.
- Effectively represent the Behavioral Health Department with the public, community organizations, other county staff, and other government agencies.
- Monitor the work of staff to ensure that it meets quality, quantity, and timeliness.
- Complete timely and accurate performance evaluations; establish and implement performance standards and provide feedback to employees.
- Work with staff in developing professional goals and assist in the accomplishment of those goals by setting timeframes and ongoing face-to-face meetings to discuss their progress and to provide guidance and support.
- In coordination with the manager and/or management staff, apply progressive disciplinary actions to address and resolve staff issues as needed.
- Assist in establishing and implementing work performance standards.
- Regularly reviews and keeps a record of the line staff duties and performance to help ensure accurate completion and conformance with applicable standards, rules, and regulations.
- Ensure staff workload is effectively distributed to promote the effective operation of the organizational unit.
- Provide employees with guidance/instructions in handling difficult, unusual, or complex problems as they arise.
- Have punctual and regular attendance and adherence to assigned work schedule.
- Carry a small caseload of clients, as assigned.

TYPICAL QUALIFICATIONS:

TRAINING AND EXPERIENCE:

In addition to a four (4) year degree, (baccalaureate degree), any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. Typical ways, but not limited to, include:

- Four (4) years of experience in a behavioral health or mental health setting as a Behavioral Health Specialist, Mental Health Rehabilitation Specialist, or equivalent position.
- Four (4) years of experience in a behavioral or mental health setting as a specialist in the fields of physical restoration, social adjustment, or vocational adjustment.
- Up to two (2) years of graduate professional education may be substituted for the experience requirement on a year-for-year basis.
- Up to two (2) years of post-associate arts clinical experience may be substituted for the required educational experience in addition to the requirement of four years of experience in a mental health setting.
- Lead or supervisory experience is preferred.

Special Requirements:

A four (4) year degree (baccalaureate degree) from an accredited college or university in a related field.

Possession of, or ability to obtain a valid and appropriate driver's license.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. Siskiyou County assumes no responsibility for the accuracy of the document and the actual duties of the job, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer@ process and are subject to the Memorandum of Understanding currently in effect.

SUPPLEMENTAL INFORMATION:**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is typically performed in an office environment but may require some field work; work is performed with people who may exhibit unstable and potentially violent behavior; and there is continuous contact with other staff and the public.