

MENTAL HEALTH STAFF COUNSELOR

Distinguishing Features of the Class: This position exists in the Orleans County Department of Mental Health, Continuing Day Treatment Program, and involves the responsibility for providing clinical supportive counseling service and guidance to clients with chronic mental illness in order to improve their level of social functioning. An incumbent will confer with other program staffs to provide ongoing feedback for treatment and planning recommendations. The position of Mental Health Staff Counselor will provide direct mental health therapy, assessments, and advocacy- related services, including navigating the mental health system. This position functions under the direct clinical supervision of a licensed qualified mental health professional, as defined by Office of Mental Health regulations. Work is reviewed by the Mental Health Program Director through direct supervision and review of case records. Supervision is not a function of this class. The incumbent performs related work as required.

Typical Work Activities:

- Conduct the intake and screening of new patients, evaluate and diagnose the patient, and appropriately document, including lethality assessments;
- Participates as a team member in individual, group, and family therapy;
- Provides services to help patients adjust to their disabilities and social environment;
- Refers clients to other governmental and non-governmental agencies, including case management services at the Orleans County Department of Mental Health;
- Coordinates various activity and treatment programs.
- Plans with the community mental health team and with community agencies to relate the patient's treatment and rehabilitation program to his/her social situation prior to discharge;
- Plans and delivers educational material in an individual or a group format to family members of patients with SPMI;
- Collects and maintains appropriate data from various sources, such as other professional staff and patients' families to establish an overall approach to the solution of patients' mental and social problems;
- Maintains current information on community and health resources which can be utilized during the patient's care and subsequent to his/her discharge;
- Participates in the process of transfer of patients to other levels of treatment as appropriate and documents same;
- Works with the Mental Health Program Director to develop curricula for treatment groups.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

- Thorough knowledge of the practices and procedures of human services;
- Thorough knowledge of the factors affecting mental illness, disease, and disability;
- Working knowledge of community service agencies and programs;
- Working knowledge of interviewing techniques;
- Ability to communicate effectively, both orally and in writing;
- Ability to organize work effectively;
- Physical condition commensurate with the demands of the job.
- Ability to interpret federal, state and local laws affecting the medical, health, and mental health programs;
- Ability to properly prepare required documentation in a timely manner;

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- Familiarity with and ability to understand all policies and procedures of the program and Department;
- Ability to be sensitive to any situation that could lead incumbent or others to engage in actions that would violate said policies and procedures;
- Willingness to report promptly any violations or suspected violations of program and Department policies and procedures;
- Willingness to attend and ability to comprehend all mandated program and Department training.

Minimum Qualifications:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master degree in social work or mental health counseling.

Special Requirement:**Master of Social Work**

Licensure as a LCSW (Licensed Clinical Social Worker), LCSW-R, LMSW (Licensed Master Social Worker), or in possession of a Limited Permit to practice as a LMSW or must apply for a Limited Permit to practice as a LMSW within two weeks of hire and obtain same. Must obtain the LMSW within twelve (12) months following the hire date or prior to the expiration of the Limited Permit, whichever comes first.

OR

Master of Mental Health Counseling

Licensure as a LMHC (Licensed Mental Health Counselor), or in possession of a Limited Permit to practice as a LMHC or must apply for a Limited Permit to practice as a LMHC within two weeks of hire and obtain same. Must obtain the LMHC within thirty (30) months following the date of hire or prior to the expiration of the Limited Permit, whichever comes first.

05/13/2004

07/29/2005

05/29/2009

CLASS: COMPETITIVE