

## **SUPERVISING MENTAL HEALTH WORKER**

### **DEFINITION**

Under direction, provides supervision and programmatic support for the implementation of supportive services, special programs, case management and mental health rehabilitation services. Plans, assigns, directs, reviews and evaluates the work of assigned staff. Performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the first full supervisory level within the Mental Health Worker Series. Responsible for mental health services that include targeted case management, psychiatric emergency services, inpatient treatment, Day Rehabilitation services, outpatient mental health rehabilitation services, discharge planning and a variety of related support services. Incumbent supervises and provides direction for assigned staff in programs offering direct services to mental health clients. This class is distinguished from Mental Health Worker II, by the level of responsibility assumed and the supervision of staff.

### **EXAMPLES OF JOB DUTIES**

- Directs, supervises assigns and evaluates the work of assigned technical and support staff.
- Participates in the hiring and training of assigned staff; recommends discipline and other decisions.
- Administers specified program area; and acts as liaison in programmatic areas.
- Prepares documentation, correspondence and other written materials related to program services; maintains and/or directs the maintenance of electronic or hardcopy records and files.
- Provides direct services to mental health program clients in such areas as crisis intervention, case management, day treatment, individual and group mental health rehabilitation services.
- Identifies and utilizes community resources; makes appropriate referrals for client services.
- Directs or personally performs group and individual mental health rehabilitation services and crisis intervention; assists clients with financial, living arrangement and other vocational issues.
- Implements policies for program services and provides liaison with Department and County staff and community agencies.
- Provides liaison activities with Adult Protective Services, hospital, social services and public guardian staff, and other agencies as appropriate.
- Operates a County vehicle skillfully and safely while performing client visits and/or evaluations.

## **QUALIFICATIONS**

### **Knowledge of:**

- Supervisory principles and practices, including selection, training, work planning, recognition and discipline.
- Principles and techniques of mental health rehabilitation service program administration and service delivery.
- Mental health rehabilitation service methods and techniques.
- Coordinating other resources within the community that provide services to the mentally ill.
- Methods and techniques for evaluating patient needs and progress.

### **Skill in:**

- Directing, evaluating and training assigned staff.
- Developing, implementing and administering mental health rehabilitation service programs.
- Evaluating the effectiveness of mental health rehabilitation service programs, making necessary recommendations for changes and improvements.
- Training staff in policies, regulations and work procedures.
- Preparing effective treatment plans and working with all age groups of the chronically mentally ill and their families.
- Preparing clear and concise reports, correspondence and other written materials.
- Maintaining accurate records and files.
- Exercising sound independent judgment within established guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Skillful operation of office equipment and personal computer, utilizing a variety of programs.

### **Other Requirements:**

Must possess a valid driver's license. May be required to work nights, weekends and holidays.

### **Education and Experience:**

Bachelor's degree from an accredited college or university with major coursework in social work, psychology, psychiatric nursing or related field, **AND** two years of mental health rehabilitation services in a mental health inpatient or outpatient setting, or related setting, that is equivalent to the County's classification of Mental Health Worker II.

**NOTE:** The above qualifications are a typically accepted way of obtaining the required knowledge and skills.