

Santa Cruz County Job Announcement

**MENTAL HEALTH CLIENT SPECIALIST
Recruitment #11-NP5-01**

Date Opened: 9/1/2011 5:00:00 PM

Filing Deadline: 9/23/2011 11:59:00 PM

Salary: \$4,550 - \$5,758 / Month

Job Type: Open & Promotional

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DEFINITION

Bilingual (Spanish/English) Encouraged to Apply
Bilingual Pay: Level I \$0.50 / hour & Level II \$0.85 / hour

THE JOB: Under general supervision, to provide a variety of professional mental health and/or substance abuse services and related administrative functions in support of clients and their families, including case management, short term crisis intervention, evaluation, counseling, and/or assisting in the implementation of appropriate treatment or service plans and to do other work as required. The current vacancies are working with adults in low income health programs. There is one vacancy in the Alcohol and Drug Program which provides screenings, brief intervention, referrals, case management and group counseling services in a primary medical care setting and three vacancies for Mental Health clinicians to work at primary medical clinics providing services in low income health programs for adults. **BILINGUAL CANDIDATES ARE HIGHLY ENCOURAGED TO APPLY.** Bilingual Mental Health Client Specialist positions require that the mental health and/or substance abuse clinician be fully fluent in Spanish and English in order to provide the full range of professional level mental health and/or substance abuse services in Spanish, including the facilitation of individual, group, family, and crisis counseling. Bilingual clinicians may be asked to translate written clinical materials and interpret for Spanish speaking clients that need to communicate with monolingual English speaking mental health and/or substance abuse professionals.

EMPLOYMENT STANDARDS

THE REQUIREMENTS: Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain these knowledge and abilities would be:

A two-year Master's degree from an accredited college or university in Marriage, Family and Child Counseling, Social Work, Clinical Psychology, Counseling, Psychiatric Nursing, Psychology, or closely related behavioral science field (with a focus in counseling methods or techniques).

OR

A one-year Master's Degree (as above) and two years full-time experience in a recognized public or private agency providing mental health counseling*, psycho-social assessment, or case management services to mentally ill or emotionally disturbed individuals.

OR

BA Degree from a college or university in counseling, psychology, other mental health related field AND three years full-time experience in a recognized public or private agency providing mental health counseling*, psycho-social assessment, or case management services to individuals with mental illness or

emotional disturbance.

OR

Four years full-time experience in a recognized public or private agency providing mental health counseling*, psychosocial rehabilitation, or case management services to individuals with mental illness or emotional disturbance. *Substance abuse counseling may be considered for up to 75 percent of qualifying experience for assignments in Adult's Mental Health. Educational counseling may be considered for up to 50 percent of qualifying experience for assignments in Children's Mental Health. Substance abuse counseling may be considered for up to 100 percent for assignments in Children's Mental Health.

Special Requirements/Conditions: All assignments: Exposure to offensive odors such as unwashed people and clothes, human and animal feces; the possibility of infections which may cause chronic disease or death; hostile or violent individuals and may be exposed to cigarette smoke. Juvenile Hall and Acute/Emergency Services assignments: Exposure to noise, such as people yelling. Children's Service assignment: Exposure to disturbing material, such as photos of abused children and allergens such as poison oak, insect stings or bites, and pollens. Some positions may require lifting objects such as boxes of belongings weighing up to fifty pounds. Note: Persons in this classification may be assigned to positions with any of the above working conditions on an emergency, as needed basis. Positions may be assigned to carry a pager and respond to crisis situations, and perform "on-call" or call/back duties. Work situations may include evenings, weekends and holidays. **License/Certificate Requirements:** Possession of a valid California Class C Driver License, or the ability to provide suitable transportation which is approved by the appointing authority. Within six (6) months of the date of hire, all non-licensed* individuals providing counseling services in an Alcohol and Other Drug (AOD) program must be registered to obtain certification as an AOD counselor by an approved certifying organization. * Licensed professionals include physicians licensed by the Medical Board of California, psychologists licensed by the Board of Psychology, a clinical social worker or marriage and family therapist licensed by the California Board of Behavioral Sciences, or an intern registered with the California Board of Psychology or the California Board of Behavioral Sciences.

Knowledge: Working knowledge of symptoms and behaviors of major mental illnesses; basic social rehabilitation, socialization and practical life management skills; psychosocial aspects and characteristics of emotional disturbances and mental illness; principles and methods of interviewing, counseling, crisis intervention and assessing psychosocial behaviors; human behavior and development and problems, attitudes, and needs of the emotionally or socially disturbed. Some knowledge of community resources; pharmacology of medications and psychotropic drugs and laws and regulations as they pertain to clients' rights.

Ability to: Assess clients' behavioral and emotional problems/conditions, making knowledgeable recommendations and/or designing appropriate service plans; interview clients and record pertinent information in an effective manner, obtaining accurate social, personal, and psychosocial information; conduct effective individual and group mental health services with assigned clients including adults with serious mental disorders, individuals in crisis, and/or children with emotional disturbance under supervision; participate effectively with assigned treatment or case management team; prepare a variety of administrative and professional reports; learn the appropriate laws, regulations, Agency policies and procedures of health and social service programs; communicate effectively and persuasively in both oral and written form; establish and maintain effective work relationships with those contacted in the performance of required duties; learn to input and access data utilizing a computer; distinguish speech and non-speech sounds in noisy environments; intervene and diffuse situations involving combative clients which may include active restraint if needed and stand and walk for extended periods of time may be required for some positions.

BENEFITS

EMPLOYEE BENEFITS:

ANNUAL LEAVE – 22 days first year, increasing to 37 days after 15 years. Available after six months for vacation and/or sick leave.

HOLIDAYS – 12.5 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and dependents.

DENTAL PLAN – County pays for employee and dependent coverage.

VISION PLAN – County pays for employee coverage. Employee may purchase dependent coverage.

RETIREMENT – PERS 2% @ 55 retirement plan County pays a portion of retirement contribution.

LIFE INSURANCE – County paid \$20,000 term policy. Employee may purchase additional life insurance.

SDI – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

LONG TERM DISABILITY PLAN – County paid plan. Plan will pay up to 60% of covered earnings for a maximum monthly benefit of \$1,807.00 following a 365 day elimination period.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing “pre-tax dollars.”

H-CARE PLAN – Employees who pay a County medical premium share of cost may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

EMPLOYEE CREDIT UNION – Offers systematic savings and low interest loans.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

OTHER – Other pay and benefit items apply to certain positions or assignments, such as Bilingual Pay and Night Shift Differential.

SELECTION PLAN

THE EXAMINATION: Your application and supplemental application will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental application. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental application. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply Online Now! Click on the link below; or print out an application and supplemental questionnaire and mail/bring them to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 310, Santa Cruz, CA, 95060 or Personnel Department, 1430 Freedom Blvd, Suite 101, Watsonville, CA, 95076. For information, call (831) 454-2600. Hearing Impaired TDD# (831) 454-2123. Applications will meet the final filing date if received in one of the following ways: 1) In the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

IF YOU HAVE A DISABILITY THAT WOULD REQUIRE TEST ACCOMMODATION, CALL (831) 454-2600. WOMEN, MINORITIES AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract.

An Equal Opportunity Employer