

MENTAL HEALTH ASSESSMENT SPECIALIST

TOMPKINS COUNTY

Department Mental Health

Classification Competitive

Labor Grade P(16)

Approved Reclass January 2009

Revised _____

By AF, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position involving responsibility for providing psychiatric assessment and intake services to individuals, couples, families and groups. The Assessment Specialist will provide intake and diagnostic screening for new clients and will have significant involvement in the assessment of all individuals and groups that are affected by any of a wide range of diagnosable mental health challenges. The Specialist will be an integral member of the interdisciplinary mental health team in the determination regarding services, including case management referral, integration with clinical services and determination of structured housing (such as CR-SRO) placement. The Specialist may also be assigned to the Children and Family Services Program known as Clinic Health Plus and be involved with the Single Point of Entry (SPOE) Program for Children and Adolescents as well as involvement with the Adult SPOE. The work is performed under the general supervision of the Clinic Supervisor. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Provides assessment and intake services to adults, children, couples, families and groups, many of whom are high risk clients;

Provides crisis intervention services both in person and by telephone, coordinates the provision of emergency services as needed and refers clients to appropriate agencies for ongoing services;

Provides services in community settings or homes as required by the needs of the clients and the department;

Receives telephone referrals from human service agencies, law enforcement agencies, County Departments or others of crisis situations that may require immediate intervention;

Coordinates services and treatment plans with other agency professionals for clients who are connected with, or have need of the services of, those other agencies;

Performs intake screening and diagnostic duties for new clients, referring clients to the psychiatrist for medical examination if needed;

Transports or arranges transportation to hospital for clients requiring hospitalization or psychiatric evaluation;

Participates in regularly scheduled group supervision and intake meetings, providing peer consultation to the other professionals involved;

Participates in multidisciplinary teams involved with the screening of recently released mental patients, the identification of troubled youths or other case management activities involving interagency coordination;

Provides consultation to professionals, paraprofessionals, and volunteers, law enforcement officials and others;

Coordinates and provides psychotherapy services to clinic programs such as the Emergency Outreach Service, the Clinic Plus program for Children and Families, the Jail Program or others as assigned;

Completes all required documentation in a timely manner in accordance with department policy, regulation and law;

Performs court-ordered psychiatric evaluations;

Maintains a variety of case management related records;

May supervise MSW-level interns, bachelor-level professionals and/or volunteers;

May act as an expert witness in legal matters as required.

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MENTAL HEALTH ASSESSMENT SPECIALIST (CONTINUED)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current theories, principles and practices of assessment, diagnostic skills and psychotherapy;
Good knowledge of crisis intervention techniques;
Good knowledge of local resources available to clients;
Good knowledge of the care for persons with co-occurring or multiple disabilities;
Ability to classify the psychopathology manifested by clients in accordance with currently accepted classifications;
Ability to provide effective face-to-face therapy;
Ability to correctly appraise personal situations and make sound judgments concerning action required;
Ability to provide services in a culturally sensitive and relevant manner;
Ability to research methods of care relevant to specific cultural, ethnic, and racial groups;
Ability to establish and maintain cooperative working relationships with professionals, paraprofessionals and volunteers from a variety of agencies;
Ability to promote a positive, welcoming and inclusive environment for clients and co-workers;
Ability to present ideas clearly and concisely both orally and in writing;
Ability to make decisions and take decisive action in crisis intervention in a variety of physical locations and social/interpersonal situations;
Ability to use Microsoft Word and Excel as well as relevant database management/records programs;
Empathy, good judgment, initiative and tact are required;
Mental and physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

Graduation from a graduate school of social work approved by the New York State Department of Education with a Master of Social Work degree AND possession of New York State licensure as a Licensed Master Social Worker, Licensed Clinical Social Worker or Licensed Clinical Social Worker-R.

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