

**CONTINUING TREATMENT SPECIALIST**

**TOMPKINS COUNTY**

**Department** Mental Health  
**Classification** Competitive  
**Labor Grade** N(14)  
**Approved** Bd. Res. #73 4/7/87  
**Revised** 10/89; 5/91; 5/00  
**By** HH, Commissioner of Personnel  
**BBP Risk Factor** \_\_\_\_\_

**DISTINGUISHING FEATURES OF THE CLASS:**

This work involves the responsibility for providing paraprofessional psychiatric treatment services to mentally/psychiatrically-disabled adults both in the agency and the community. The work involves participating as a part of a multi-disciplinary clinical treatment team to plan and conduct appropriate treatment programs to assist individuals in regaining and retaining psychiatric stability and a wide range of other functional abilities. The Continuing Treatment Specialist in consultation with other mental health professionals and paraprofessionals is responsible for meeting the individual needs of the cases assigned. The work is performed under the general supervision of the Program Director while exercising independent judgment when rendering services. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

Plans and conducts rehabilitative group sessions;  
Observes and assesses clients for reaction to treatment and involves appropriate staff when necessary;  
Handles clients emergencies and crises such as psychiatric decompensation in structured program;  
Provides case management services, involving coordination of services with other agencies;  
Does assessment and determines admissions of new clients under prescribed procedures and policies;  
Provides regular counseling for clients experiencing high levels of instability, anxiety, disorientation and unpredictable behavior;  
Assists clients in problem solving, decision making, and goal planning;  
Makes referrals to other agencies and acts as client advocate in such areas as medical services, psychiatric services, legal rights, financial entitlements, housing services and employment services;  
Meets in a multi-disciplinary treatment team to assess and revise treatment strategy and methods;  
Plans and coordinates a major program area involving related groups and activities;  
Prepares and maintains a variety of records and reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles of individual and group counseling, working knowledge of mental illness and related conditions and then treatment;  
Working knowledge of the local community service agencies and their programs;  
Working knowledge of the activities involved with daily living skills such as money management, cooking, shopping, sports and purposeful leisure activities;  
Ability to work with the mentally ill;  
Ability to work with emergency and crises situations;  
Ability to maintain successful working relationships with people both within and outside the agency;  
Ability to counsel people in the areas of emotional, social, economic, and vocational problems;  
Ability to stimulate and maintain client participation;  
Ability to assist clients in developing homemaking skills;  
Activity of daily living skills and purposeful leisure time activities;  
Ability to maintain records and reports;  
Initiative; tact; good judgment; emotional stability; maturity; patience;  
The employee's physical condition shall be commensurate with the demands of the position.

**CONTINUED ON THE NEXT PAGE**

**CONTINUING TREATMENT SPECIALIST (CONTINUED)**

**MINIMUM QUALIFICATIONS: EITHER:**

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Baccalaureate Degree in Human Service, Mental Health or a related field; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in Human Service, Mental health or a related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience working with the mentally disabled or in a Human Service program; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience working with the mentally disabled or in a Human Service program; **OR**
- (d) Any equivalent combination of training and experience as described in (a), (b), and (c) above.

C29.DOC

Originally created April 1987