

FORKS COMMUNITY HOSPITAL
JOB DESCRIPTION

JOB TITLE: Mental Health Specialist
DEPARTMENT: West End Outreach Services
SUPERVISOR: Coordinator of Program Area Assigned
DEPARTMENT HEAD: West End Outreach Services Director

I. JOB SUMMARY

Mental Health Specialist (MHS) will be classified as qualified for the basic position and may have additional specialties as described below. These are salaried professional level positions.

All MHS are responsible for providing clinical treatment services with minimal administrative functions. The MHS is under the supervision of the Director of Outreach Services, and/or coordinator of program area assigned. The MHS provides multifaceted mental health services within his/her credentialed areas of expertise. This may encompass emergency services, information and referral, individual, group and family psychotherapy, consumer support services, community education and consultation services.

MHS may qualify by meeting the requirements of WAC 388-865-0150 for any of the additional specialties: children, elderly, developmental disabilities, minorities, hearing impaired, or emergency services. Qualification for any of these shall then mean that the MHS may further provide direct service or consultation to other staff in cases involving clients belonging to the special populations described above.

II. JOB DUTIES AND RESPONSIBILITIES

The MHS is responsible for the successful delivery of outpatient services for mental health patients referred into the agency. Specific responsibilities may include:

1. Providing individual, group or family therapy as needed.
2. Maintaining appropriate professional image and visibility in the community to ensure community access to services.
3. Addressing community identified issues by providing community education, instruction or workshops.
4. Assisting clients in obtaining necessary services through appropriate referral, both in and out of the catchment area. This requires that the MHS be knowledgeable about the range, type and methods of accessing such services.
5. Performing clinical assessment, evaluations and diagnosis of clients to address treatment planning and appropriate documentation thereof in a timely fashion.
6. Participation in the delivery of crisis response CD services.
7. Performing investigations, evaluations and detentions, when appropriate, under involuntary guidelines.
8. Ensuring referral of clients to other counselors within the outreach programs, including follow-up of referrals.
9. Referring clients to medical services when indicated.
10. Identifying, developing and delivering appropriate individualized treatment plans for each client in a manner that effectively assists the clients in reaching goals.

11. Maintaining all necessary clinical records and assuring confidentiality of all client information in accordance with federal, state and agency requirements.
12. Participating in staff conferences and helping in the development of new programs.
13. Providing all necessary information for the development of statistics related to service delivery for federal, state, county and agency reports.
14. Working at assigned places with clients as needed, including emergency situation, home visits or their public service facilities.
15. Handling any other duties consistent with a Mental Health Specialist.

III. UNIT MANAGEMENT AND COMMUNICATIONS

1. Maintains patient confidentiality.
2. Follows all Hospital District policies and Procedures.
3. Attends mandatory Hospital District sponsored in-service and education programs, annually.
4. Communicates appropriately to director, Program Coordinators, Clinical Supervisor Outreach Staff.
5. Communicates with other Hospital department employees and supervisors as appropriate.
6. Requests and suggests constructive criticism regarding job performance as part of the ongoing learning process.
7. Maintains awareness of own limitations and seeks appropriate resource or resource person.
8. Completes tasks or assignments as instructed by Director.
9. Adheres Outreach department policies and procedures.
10. Maintains client confidentiality according to agency policy.

IV. QUALIFICATIONS

A. Education

Master's Degree in behavioral science, social work, nursing sciences or related field from an accredited college or university, or otherwise meeting the requirements of "Mental Health Specialist" under WAC. 388-865-0150.

Child: An additional one hundred actual hours of specialized training devoted to the study of child development and the treatment of seriously disturbed children and their families and one (1) year experience under the supervision of Child Mental Health Specialist

Elderly: An additional one hundred actual hours of specialized training devoted to the treatment of the elderly, and one (1) year experience under the supervision of a geriatric Mental Health Specialist

Minority: Evidence of support from the ethnic minority community attesting to commitment to that community or an additional one hundred actual hours of specialized training devoted to minority issues and treatment of minority persons, and one (1) year experience under the supervision of a minority Mental Health Specialist in the minority group served.

Deaf: Demonstrate knowledge of the special psychosocial problems of the deaf, and be able to communicate in the preferred language system of the consumer.

Developmentally Disabled: An additional one hundred actual hours of specialized training devoted to the problem and treatment of the developmentally disabled.

Emergency Services: Demonstrate knowledge of the needs and treatment approaches used in assisting the acutely ill, including assessment and management of suicidal persons and potentially violent persons.

B. Credentials

The MHS is a mid-level practitioner of Forks Community Hospital. Accordingly, he/she must:

1. Submit an application to the Medical Staff of Forks Community Hospital, every two years, requesting permission to practice within identified areas of expertise.
2. Every two years, receive written permission from the Medical Staff to practice in those areas of expertise and proficiency as acknowledged by the Medical Staff. The methods of determining expertise and proficiency shall be set by the Medical Staff.
3. Shall not practice outside of those approved areas and shall refer clients to those practitioners having the appropriate skills and proficiency if the Mental Health Specialist does not have the skill or proficiency.

C. Training and Experience

1. At least two years experience in the direct treatment of mentally ill clients under the supervision of a MHS. There is no prior experience requirement if the MHS possesses a license to practice as a medical doctor or osteopath pursuant to RCW 19.75 or 18.71, or is psychologist licensed pursuant to RCW 18.83.
2. Must demonstrate knowledge of mental health and mental health treatment in accordance with WAC 388-865.
3. Must demonstrate knowledge of community issues affecting mental health program and services.
4. Must demonstrate knowledge of location, range and type of services outside of the catchment area for purposes of referral.
5. Must demonstrate the ability to use good judgment and skills and be capable of performing required responsibilities with minimal supervision.
6. Must provide professional references which indicate good job attendance, job performance professionalism, reliability, ethical behavior consistent with established professional standards.
7. Must provide documentation of all relevant education, training, and credentials required for the position.

V. ESSENTIAL JOB FUNCTIONS

1. Must have current Counselor Registration or applicable Certification or licensure from the Washington State Department of Health.
2. Must be able to travel extensively within the catchment area and occasionally outside the catchment area as needed.
3. Occasional long hours and constant mental application.
4. Will work in agency office, area meeting and classrooms, local jails, hospital settings, client residences and other areas of the community.
5. Must have valid Washington State Driver's License and be insurable.

The policy of Forks Community Hospital is to recruit, hire, train and promote all persons in all job groups in accordance with Law, without regard to race, color, religion, sex, age, marital status, presence of sensory, mental or physical handicap, veteran status or national origin.

Employee: _____ Date: _____

Supervisor: _____ Date: _____