

PSYCHIATRIC SPECIALIST I

DEFINITION

Under direction, to provide assessment, intervention, and treatment to families and individuals in need of mental health, substance abuse or child abuse counseling services; to conduct and provide educational programs to facilitate the prevention of mental health and substance abuse; to perform crisis intervention duties on an on-call basis; to perform administrative work required to provide such services; and to perform other job related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Psychiatric Specialist series. It differs from the Psychiatric Specialist II in that incumbents perform the less difficult case management assignments and function under more direct supervisions. Typically, incumbents in this class are in the process of obtaining the experience necessary for full licensure and will be eligible for promotion to Psychiatric Specialist II when licensing is obtained.

REPORTS TO

Mental Health Director or designee.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

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Provides professional assessment, intervention and treatment to families and individuals in need of mental health, substance abuse or child abuse counseling services; makes psychological evaluations of cases referred or individually initiated; establishes working relationships with clients; consults with schools, probation department, law enforcement agencies and other agencies on treatment needs of cases; consults with physicians and psychiatrists to coordinate medical and psychological services; conducts group and individual psychotherapy sessions with children and adults; prepares case reports and maintains case histories; participates in staff case conference meetings; consults with lay and professional groups; performs crisis intervention services on a 24-hour basis; identify and refer individuals to other community services; develop and present workshops on department programs to community groups and other social service agencies; makes

public appearances to provide information regarding the department and its programs; prepares reports and conducts special studies; maintain confidentiality.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; frequent contact with staff and the public. Incumbent may be subject to call-out after hours.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, trends and literature of psychiatric social work and/or marriage, family and child counseling.
- Social behavioral, and developmental aspects of mental and emotional disorders.
- Scope and activities of public and private health and welfare agencies.
- Therapy techniques and trends.
- Child development, the mental disorders of children and the special needs of severely emotionally disturbed children.
- Impact of culture and socioeconomic status on treatment issues.
- Impact of physical and sexual abuse on treatment issues.

Ability and willingness to:

- Apply the principles of psychiatric social work and/or marriage, family and child counseling.
- Apply psychotherapeutic techniques and other therapeutic interventions to specific situations.
- Establish and maintain the confidence and cooperation of persons contacted in the course of work.
- Secure, interpret, and record accurate data.
- Interpret psychological and psychiatric reports.
- Communicate effectively orally and in writing.
- Maintain an objective and empathetic understanding of the mentally and emotionally disabled.
- Think clearly and act calmly in a variety of situations.
- Learn the principles of program development.
- Prepare clear and concise reports.
- Maintain confidentiality.
- Establish and maintain cooperative working relationships.
- Use computers.

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

Two years of increasingly responsible experience in mental health program counseling.

Masters degree in social work or counseling psychology and eligibility for marriage, family and child counselor or licensed Clinical Social Worker license highly desirable.

Special Requirements:

- Possession of a driver's license valid in California.
- Masters degree in social work or counseling psychology.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.

Revised 3/15

Salary Range 67