

SNOHOMISH COUNTY JOB DESCRIPTION

MENTAL HEALTH COMMUNITY SUPPORT SPECIALIST

Spec No. 2112

BASIC FUNCTION

Represents the county concerning issues of mental health needs and services and quality of care with local and regional mental health clients, providers and cross-system community partners as well as regional and statewide administrators.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Engages with clients eligible for Snohomish County clinical programs, assesses for eligibility, and provides clinical services as contractually defined.
2. Conduct clinical diagnostic assessment used to determine level of treatment needed while incarcerated and eligibility for ongoing clinical services after release.”
3. Manages limited resources to maximize efficiencies and effectiveness of mental health services provided to individuals.
4. Ensures that individuals eligible for County services have equal access to, and use of, age and culturally competent mental health services; ensures eligible individuals receive appropriate levels of care.
5. Adheres to standards of clinical services that meet or exceed state and federal requirements.
6. Promotes best and promising practice treatment approaches, supports and interventions.
7. Maintains client treatment records in the prescribed manner and monitors for compliance with established standards.
8. Participates in system planning, including representation on various committees.
9. Provides client-level and system-wide troubleshooting and advocacy.
10. Provides information, consultation and referral.

STATEMENT OF OTHER JOB DUTIES

11. Maintains and promotes positive relationships with providers, community and all other partners.
12. Facilitates services for high-need individuals across all involved systems of care.

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MINIMUM QUALIFICATIONS

A Master's degree in social work, psychology, nursing, counseling and guidance or related field; PLUS, two (2) years experience in the direct treatment of acutely and severely mentally ill and/or individuals with substance use disorders; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Licensure or Associate Licensure in Social Work, Mental Health Counseling, Marriage and Family Therapy, or Agency Affiliated Licensure and maintenance of this licensure throughout period of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- contract oversight skills including monitoring of access, utilization and quality issues
- abnormal human behaviors and state of art clinical interventions
- diagnostic abilities
- counseling and treatment approaches and expected outcomes
- availability of community systems and resources
- judicial procedures, sentencing implications, and the corrections environment
- importance of natural support systems
- related state and federal mandates including those related to privacy and confidentiality

Ability to:

- effectively interview clients and natural supports and/or families
- verify diagnoses and develop/evaluate individualized treatment plans
- establish and maintain rapport with adults and children experiencing symptoms of mental illness in order to determine appropriate mental health services and/or referrals
- communicate effectively with people regardless of age, sex, social, economic or cultural background
- express ideas and recommendations clearly and effectively both orally and in writing
- follow oral and written instructions

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- gather and analyze pertinent data
- establish and maintain effective work relationships with staff of state and local hospitals, community organizations, providers and the public
- Implement quality management procedures
- work effectively in team environments
- promote strength-based, client-driven, recovery-focused treatment approaches
- exercise initiative and judgment and make decisions within the scope of assigned authority
- read, interpret and apply work-related laws, rules and other regulations
- maintain detailed records and prepare clear concise written reports
- meet defined productivity expectations
- use computers effectively

SUPERVISION

Employee reports to the Supervisor of Involuntary Treatment/Community Mental Health Programs or other as assigned. The work is performed with considerable independence and is reviewed for quality, adequacy of professional judgment and compliance with established goals and policies through conferences, reports and appraisal of results obtained.

WORKING CONDITIONS

Work is performed primarily in secured correctional facilities, throughout the facility including inmate modules, professional visitation rooms, medical units, and office settings. Occasionally work is also completed in the usual office environment in, mental health agencies and other locations throughout the region.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: November 1987, Previous Spec No. 370342

Revised: October 2002, January 2014, August 2018

EEO Category: 2 - Professionals

Pay Grade: 239 – Classified Pay Plan

Workers comp: 5306 Non-Hazardous