

SNOHOMISH COUNTY JOB DESCRIPTION

MENTAL HEALTH ITA/CMH PROGRAM SUPERVISOR

Spec No. 2100

BASIC FUNCTION

Performs responsible supervisory and professional work in the planning, development, evaluation, implementation and coordination of the county involuntary treatment program.

STATEMENT OF ESSENTIAL DUTIES

1. Provides clinical and programmatic supervision to, and evaluates the work of, subordinate Designated Crisis Responders (DCRs) and ITA legal assistants as required; advises, assists and trains subordinates as necessary; participates in the selection of new employees and makes recommendations regarding the hiring, discipline, transfer and termination of subordinate employees.
2. Develops and implements policies, procedures and budgets related to behavioral health involuntary treatment and ensures compliance with applicable federal and state laws, regulations and guidelines, and with county ordinances, policies and procedures.
3. Provides ongoing 24/7 consultation for DCRs and ITA Legal Assistants.
4. Monitors and evaluates operations against program goals and develops corrective action plans in areas of insufficient performance.
5. Prepares reports on program operations; conducts special studies and investigations as necessary; supervises information gathering and research to facilitate proper use of services and funds.
6. Develops and assists in development of goals and objectives, budgeting, and development of program monitoring and evaluation systems.
7. Acts as a resource to Director and Division Manager, other public officials, agencies, consumers and community at large in such areas as application of existing or proposed federal, state and local legislation, regulations and guidelines and emerging community issues.
8. Performs related duties as required.

MINIMUM QUALIFICATIONS

Graduation from a college or university with major course work in Social Work or Psychology or related field with a Master's degree; PLUS, four (4) years progressively responsible work in Behavioral Health program area.

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SPECIAL REQUIREMENTS

- A valid Washington State Driver's License is required for employment.
- Mental Health Professional credential as defined in R.C.W. 71.05 and 71.34.
- Must be independently licensed by the State of Washington as a LMHC, LICSW, LMFT or other applicable license.

KNOWLEDGE AND ABILITIES

Knowledge of:

- behavioral investigation and evaluation methods and techniques
- local, state and federal government agencies, policies, and monies regarding Involuntary Treatment Act services
- basic principles of program planning, supervision, organization and administration;
- commitment procedures, investigative methods, and practices
- practices and procedures involved in the planning, development, administration, monitoring and evaluation of programs
- local, state, federal, and private programs resources and agencies
- literature, developments and trends in the field of behavioral health

Ability to:

- plan, organize and coordinate work through professional subordinates and support staff
- work cooperatively and effectively with program supervisors, administrators, public and private community agencies and the community at large
- develop long range plans and to evaluate work accomplishments
- speak in public forums and express self clearly, both verbally and in writing
- develop, interpret and apply policies
- advise, support and motivate subordinates and assure effective working relationships with public, co-workers, advisory groups, county, city, state and federal officials
- utilize computer technology for management of program data

SUPERVISION

This position reports to a Division Manager or the Director of Human Services as assigned. General goals and objectives are established by the Administrator or Director. Work is performed with considerable independence and is reviewed through meetings, reports and results obtained. Direct supervision is exercised over assigned staff.

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WORKING CONDITIONS

The work is performed in the usual office environment and may involve site visits to residences, hospitals, mental health agencies and detention facilities. The employee will be required to work evenings, weekends and holidays as needed and be available to be on call for program consultations on a 24/7 basis.

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: 1980, Previous Spec No. 370344

Revised and Retitled: April 1988

Revised: July 2005, November 2005

Retitled: March 2007 from Involuntary Treatment Program Supervisor

Revised: January 2016, May 2019

EEO Category: 2 - Professionals

Pay Grade: 247 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous