

# MOTT CHILDREN'S HEALTH CENTER

## Job Description

CURRENT JOB TITLE: Mental Health Specialist  
DEPARTMENT: Behavioral Services  
REPORTING RELATIONSHIP/IMMEDIATE SUPERVISOR: Supervisor, Behavioral Services/Clinical Manager  
Mental Health Services  
PAY GRADE: 205  
FLSA STATUS: Exempt  
DATE: June 2006

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### **GENERAL SUMMARY**

Provides psychological assessments, diagnoses, treatment and preventive mental health services to children and families. Prepares reports and makes recommendations to responsible persons or agencies regarding the most appropriate custody of children. Collaborates with MCHC associates, schools and community groups regarding mental health issues, programs and services.

### **ESSENTIAL JOB FUNCTIONS**

- Provides assessments, diagnoses and psychological treatment for children/adolescents, including therapy to parents who have or may be at risk of abusing and/or neglecting their children.
- Provides educational programs, including child management techniques, to parents and other assigned caregivers, to improve parenting skills, help modify aberrant behaviors, foster self-esteem and competencies in children/adolescents.
- Establishes and coordinates support group services at school or neighborhood centers.
- Provides in-service training to professional groups, participates on community and school committees related to mental health issues, such as the school's Crisis Management or Student Assistance Program Team.
- Collaborates interdepartmentally and serves as a member of an interdisciplinary team in supporting other programs and services.
- Makes appropriate referrals for clients to obtain needed services.

### **OTHER RESPONSIBILITIES**

- May provide clinical supervision to Mental Health Specialists without certification or a university student enrolled in a curriculum leading to a graduate degree in counseling, psychology or social work.
- May conduct/analyze various psychological assessment tests.
- Participates in Department Staff meetings, case discussions and on the Quality Assurance Committee, as assigned.
- Other job related duties as assigned.

**EDUCATION, EXPERIENCE AND SKILLS**

1. Knowledge of personality and developmental theories, psychological assessment procedures and therapeutic techniques acquired through the completion of a Master’s degree in Counseling, Psychology or Social Work from an accredited College/University.
2. Current Michigan licensure as a Licensed Professional Counselor, Master’s Ltd. Psychologist or Licensed Master’s Social Worker. (Current Michigan licensure as a Temporary Limited Licensed Master’s Counselor, Psychologist or Social Worker may be considered if all other work experience and educational requirements are met.)
3. Must have two years post Master’s work experience in a clinical setting in order to gain exposure to a wide variety of children’s disorders and experience working with clients who may be living in an at risk environment.
4. Must have a high degree of communication and interpersonal skills to effectively interact with children, adolescents, parents, neighborhood groups, school staff, community agency personnel, administration, associates, clients and visitors. (Clients may be referred involuntarily by the Court or Department of Human Services.)
5. If assigned, position requires a reliable vehicle, a valid driver’s license with a satisfactory driving record and a minimum of \$100,000/\$300,000 insurance coverage.

Mental Health Specialist Trainee Requirements: An Associate who has been employed as a caseworker or prevention worker for five or more years and has completed a Master’s degree in Counseling, Psychology or Social Work from an accredited college/university may be considered for placement as a Mental Health Specialist Trainee with the approval of the Department Head and Vice-President, Operations. The Associate must have a Michigan temporary license at the Master’s level as a Counselor, Psychologist or Social Worker. The training period may not exceed two years. During the training period the associate must perform all job assignments satisfactorily, complete the required clinical supervision and all other necessary requirements for obtaining full licensure.

**WORKING CONDITIONS**

1. Work is performed primarily in an office environment with no unusual discomfort due to temperature, dust, noise or exposure to hazardous materials.
2. Risk Category B- Job functions involve no exposure to blood, body fluids or tissues.

Analysis of the physical demands of the position:

		<u>Outline Required Physical Demands</u>
1. Strength		
a. Standing	10 % of time	<u>No requirement. Occasional unavoidable.</u>

**WORKING CONDITIONS-Continued**

Analysis of the physical demands of the position:

		<u>Outline Required Physical Demands</u>
Walking	<u>10</u> % of time	<u>No requirement. Occasional unavoidable.</u>
Sitting	<u>80</u> % of time	<u>Primary assignments performed while sitting.</u>
b. Lifting	<u>0</u> lbs.	<u>No requirement.</u>
Carrying	<u>10</u> lbs.	<u>Limited to clinical materials, books, etc.</u>
Pushing	<u>0</u> lbs.	<u>No requirement.</u>
Pulling	<u>0</u> lbs.	<u>No requirement.</u>
2. Climbing		<u>No requirement.</u>
Balancing		<u>No requirement.</u>
3. Stooping		<u>May occur in talking with children but not required.</u>
Kneeling		<u>May occur in talking with children but not required.</u>
Crouching		<u>May occur in talking with children but not required.</u>
Crawling		<u>May occur in talking with children but not required.</u>
4. Reaching		<u>Limited to horizontal plane.</u>
Handling		<u>No requirement.</u>
5. Speaking		<u>Cultural, regional accents acceptable, common English language required.</u>
Hearing		<u>Hearing required to effectively communicate with clients and professionals in person and on phone.</u>
6. Seeing		<u>No requirement.</u>
Depth perception		<u>No requirement.</u>
Color vision		<u>No requirement.</u>

**APPROVALS**

_____ Name and Title	_____ Date
_____ Name and Title	_____ Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified nor are they intended to express or imply any contract of employment or any part thereof.