

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3653

**TITLE:** MENTAL HEALTH SUPERVISOR/SPECIALIST

**GRADE:** S-26

**DEFINITION:**

Under general clinical and administrative direction, serves as a first-level supervisor, providing direction to a group of professional therapists in the implementation of a specific service or in a residential setting; OR coordinates an agency-wide support function with clinical orientation; OR serves as a therapist assigned to Emergency Services or the Mobile Crisis Unit; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Mental Health Supervisor/Specialist differs from the MH/MR/ADS Senior Clinician in that the Mental Health Supervisor/Specialist functions as a first-level supervisor over a group of professional therapists, which may include facility management, or as a certified therapist assigned to Emergency Services or the Mobile Crisis Unit, whereas the MH/MR/ADS Senior Clinician functions as a licensed/certified primary therapist in a designated area which requires a broad range of clinical expertise.

The Mental Health Supervisor/Specialist differs from the Mental Health Manager in that the Mental Health Supervisor/Specialist functions as a first-level supervisor over a group of professional therapists, which may include facility management, or as a certified therapist assigned to Emergency Services or the Mobile Crisis Unit, whereas the Mental Health Manager is responsible for administering a direct service program within a major service area, or an agency-wide support function with clinical orientation.

**ILLUSTRATIVE DUTIES:**

Provides staff supervision for all clinical aspects of the program;  
Plans, assigns, and reviews work of team members;  
Interviews and selects candidates for various positions;  
Performs complex evaluations and makes independent diagnoses using Diagnostic and Statistical Manual of Mental Disorders;  
Provides individual, family and group treatment;  
Maintains a caseload of diverse, complex, and high-risk clients;  
Develops treatment plans and adapts treatment interventions and approaches;  
Provides assessment and treatment services to clients presenting a wide variety of emotional, social, and mental disorders over a range of severity;  
Consults with professionals on a variety of problems including delivery of needed services for clinically complex cases;  
Provides liaison to community agencies to facilitate communication and service provision for clients requiring multiple services;  
Evaluates clients whose lives may be in substantial and imminent danger or who may pose an imminent, substantial risk to the lives and safety of others;

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Recommends and coordinates Emergency Custody Orders;  
Responds to high-risk hostage/barricade situations;  
Responds to public safety personnel who have been exposed to psychologically traumatic events in the course of duty;  
Develops and implements program activities and services, including training and educational activities;  
Under direction, develops and implements a specialized program which is designed to maximize the effectiveness and efficiency of service provision;  
Supervises day-to-day program operations;  
Promotes awareness of program services through presentations;  
Develops and monitors program's policies and procedures;  
Facilitates voluntary or involuntary hospitalization of high-risk clients;  
Ensures that program is in compliance with applicable federal, state, and local policies, regulations, and statutes;  
Mediates and facilitates inter-and intra-program issues needing a systems perspective;  
Plans, recommends, and executes quality initiatives related to mental health standards;  
Monitors and analyzes the impact of psychotropic medication on client's functioning and mental status;  
Provides risk assessments for dangerousness to self and others;  
Provides crisis stabilization and crisis management;  
Ensures that facility is maintained and in good operating condition.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of the principles, theories, and methods of the psychological and social development of the individual;  
Thorough knowledge of intake procedures, social history development, and interviewing techniques;  
Thorough knowledge of major schools of treatment of emotionally and socially disturbed individuals;  
Knowledge of psychiatric, psychological, and/or sociological terminology and concepts;  
Knowledge of clinical supervisory methods and techniques;  
Knowledge of federal, state, and county laws regarding Emergency Custody Orders, Temporary Detention Orders, and involuntary commitment;  
Ability to conduct mental health assessments and apply treatment approaches/modalities;  
Ability to formulate diagnoses;  
Ability to diagnostically interpret data obtained from psychological test results, social histories, and interviews;  
Ability to prepare, produce, and conduct program presentations;  
Ability to develop, implement, manage, and evaluate programs;  
Ability to supervise and train service professionals;  
Ability to conduct performance evaluations and implement personnel procedures;  
Ability to function independently in high-stress situations;  
Ability to develop and maintain effective working relationships with subordinates, co-workers, public and private sector organizations, community groups, and the general public;

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Ability to successfully perform as a team leader/member;  
Ability to communicate effectively, both orally and in writing.

**EMPLOYMENT STANDARDS:**

**For those positions serving as Mental Health Supervisors:**

Graduation from an accredited college with at least a bachelor's degree in social work, psychology, sociology, counseling or nursing (or, for certain positions providing services to children and adolescents, a Bachelor's degree in special education) PLUS four years of clinical experience OR a master's degree in social work, psychology, sociology, counseling or nursing (or, for certain positions providing services to children and adolescents, a Master's degree in special education) PLUS three years of clinical experience OR a doctoral degree in psychology, social work, counseling or nursing plus one year of clinical experience. Clinical experience means providing direct clinical services to individuals with mental illness and includes supervised internships, practicums, and field experience.

**For those positions serving as Mental Health Specialists:**

Graduation from an accredited college with at least a master's degree in social work, psychology, counseling, or nursing PLUS three years of clinical experience OR a doctoral degree in psychology, social, counseling or nursing plus one year of clinical experience and be eligible to be licensed to practice in the Commonwealth of Virginia in one of the following: Licensed Clinical Social Worker, Licensed Professional Counselor, Clinical Psychologist, Licensed Marriage and Family Therapist, or Clinical Nurse Specialist.

**CERTIFICATES AND LICENSES REQUIRED:**

MANDT Certifications within six (6) months of appointment and annually thereafter, for positions in CSB residential services;

First Aid and CPR certification within 90 days of appointment and maintained throughout CSB employment, for positions in residential programs;

Medication Administration Assistance Certification within 90 days of appointment, for positions in residential programs.

**NECESSARY SPECIAL REQUIREMENTS:**

Criminal background record check;

TB screening upon hire and annually thereafter;

Contingent upon area of assignment, some positions within this class:

- Must be eligible to provide services that can be reimbursed by Medicaid in accordance with the Virginia Department of Medical Assistance Services' requirements;
- Must meet the requirements to be a provider of Case Management Services as set forth by the Virginia Department of Medical Assistance Services;
- Must be currently licensed to practice in the Commonwealth of Virginia in one of the following: Licensed Clinical Social Worker, Licensed Professional Counselor, Clinical Psychologist, Licensed Marriage and Family Therapist, or Clinical Nurse Specialist;
- Within six (6) months of appointment, certification in
  - Hostage-Barricade Negotiation Techniques

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- Critical Incident Stress Debriefing,
- Preadmission Screenings and Involuntary Detentions
- Require a valid Motor Vehicle Driver's license with fewer than six demerit points (or equivalent in another state) at time of appointment and maintained throughout employment with CSB;
- Require a Hepatitis C screening upon hire and annually thereafter;
- Require a National Provider Identifier.

REVISED: February 17, 2011

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