

**GENERAL DESCRIPTION OF CLASS**

The MENTAL HEALTH SPECIALIST provides evaluation and treatment for clients in an alcohol treatment and training program and/or for clients of an institution for the mentally and emotionally disturbed and provides training to students, volunteers, counselors, and trainees in the evaluation and treatment of clients with alcohol related problems.

**DISTINGUISHING FEATURES**

This is a single classification and not currently part of a series of classes.

**DUTIES AND RESPONSIBILITIES**

- 1.**Treatment and Testing.** Typical tasks: assists in development of diagnostically based treatment plans; provides direct treatment through individual, family, and group counseling for clients of an alcohol treatment and training program and/or for clients of an institution for the mentally and emotionally disturbed; is responsible for assessment of referred clients' problems; develops and implements individual treatment plans; keeps accurate legal written records of patient treatments; coordinates psychological testing service to provide comprehensive mental health services for clients.
- 2.**Interviews.** Typical tasks: conducts intake interviews with clients and spouses if appropriate; obtains pertinent information regarding social, psychological, and drinking history; formulates a diagnosis of the problem.
- 3.**Education.** Typical tasks: teaches skills in counseling, diagnosis, and treatment of alcoholics and/or mentally or emotionally disturbed clients through weekly journal clubs, special training sessions, and community educational programs; provides training and supervision for students, volunteers, alcoholism counselors, and trainees in the areas of problem assessment, treatment planning, therapeutic techniques, and procedures; teaches therapy techniques in formal graduate and undergraduate classes and training programs; teaches medical students in the absence of administrative superiors.

**RELATIONSHIPS WITH OTHERS**

Employees in this class have regular in-person contact with clients and clients' families to discuss problems, provide and collect information, and provide treatment. They have regular in-person contact with students, volunteers, alcoholism counselors, and trainees to provide training in the area of alcohol counseling and treatment and/or the treatment of mentally and emotionally disturbed clients.

**SUPERVISION RECEIVED**

Employees in this class receive general supervision from an administrative superior who reviews the employees' work through weekly meetings and review of clients' treatment plans.

## GENERAL INFORMATION

Positions in this class are primarily found in hospitals, clinics, or other health care facilities. They require the willingness to work in the environment associated with the position's location and purpose. In addition, they require the willingness to maintain a sympathetic and understanding attitude toward alcoholism and/or physically ill patients. Some positions require the willingness to work overtime, on-call, and/or rotating schedules.

## KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Extensive knowledge of psychological literature on mental disorders and personality disorders with emphasis on alcohol and drug abuse.  
Extensive knowledge of the Diagnostic and Statistical Manual of Mental Disorders, including models for diagnosis and diagnostic categories.  
Extensive knowledge of treatment techniques for individual, family, and group therapy.  
General knowledge of State administrative rules governing patient records.  
General knowledge of psychometric literature and test vehicles.  
General knowledge of psychiatric and psychosocial interview models.  
Basic knowledge and techniques in effective education.

Skill in diagnosing and assessing client problems.  
Skill in developing and implementing treatment plans.  
Skill in counseling individuals, families, or groups with emphasis on alcohol and drug related problems and dual diagnosis.  
Skill in administering and scoring psychological tests.  
Skill in patient record keeping.  
Skill in obtaining information from individuals.  
Skill in determining a clear diagnosis from the information given by clients and/or collaterals.  
Skill in presentation of diagnostic techniques in a clear and understandable manner.  
Skill in presentation of therapy techniques in a clear, thorough manner.

Ability to establish and maintain committed working relationships with peers, students, and volunteers to effectively teach and supervise.  
Ability to work with clientele with general mental health problems and psychiatric disorders (especially Axis 11 personality disorders and alcohol dependence).  
Ability to work with collaterals.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 7/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.