

MASTER SPECIFICATION

JOB INFORMATION

Date:	9/14/2017 6:28:02 PM
Official Title:	Mental Health Specialist Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	323172
Job Family:	Counseling/Advising

JOB SUMMARY

The Mental Health Specialist directs, coordinates, and provides professional mental and/or behavioral health counseling services to students.

NATURE OF WORK

The Mental Health Specialist is responsible directing and providing counseling and/or psychotherapy services to students who possess emotional, mental, developmental and or adjustment disturbances or disorders, which includes but is not limited to: Attention Deficit Disorders, Cognitive Disorders, Substance and Alcohol Abuse Related Disorders, Schizophrenia and other psychotic disorders, Mood Disorders, Anxiety Disorders, Eating Disorders, Sleep Disorders, Adjustment Disorders, and Personality Disorders. Additional responsibilities may include overseeing and coordinating the work activities of all assigned student counseling/treatment staff. Job responsibilities require demonstrated human relations and effective verbal and written communication skills, as well as the ability to work both in dependently and in a multidisciplinary team to resolve conflicts for individuals and groups. Work is performed independently, by applying established standards through a broad and deep knowledge base of work acquired from several years of experience and/or education in a particular area. Problems faced in this position are highly varied, often complex, and involve multiple constituencies, often with competing priorities. Decisions have significant, broad implications for the management and operations of a division/entire institution as well as contribute to decisions on the overall strategy and direction of the entire institution.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Evaluates student patients through interviews and psychosocial assessments.

Establishes and develops appropriate treatment plans and treatment goals.

Administers approved counseling and therapies, including assessments, counseling and/or treatment to student patients, families or significant others.

Oversees all assigned student counseling/treatment staff, which typically includes recommendations for hiring, firing, performance evaluation, training, work allocation/approval, and problem resolution.

Works in close collaboration with all members of the counseling/treatment team to further their understanding of significant social and emotional factors contributing to the patient's well being.

Provides mental and behavioral health education and information to various interest groups.

Assists and/or provides back-up support with screening, referral, and crisis services as needed and directed by appropriate supervisor/manager.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Master's degree	Psychology, Social Work, or other directly related field	X		
Additional Experience				
<i>Check here if experience may substitute for some of the above education and describe how.</i>				
X				
Work Experience				
<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
1 year +	Experience in mental/behavioral health counseling	X		
Licenses and Certifications				
<i>License or Certification</i>	<i>Time Frame</i>	<i>Req</i>	<i>Pref</i>	
Licensed or certified mental health professional		X		