



CLASS SPECIFICATION

Class Code: 60006152
Date Established: 03/2002
Last Reviewed: 08/2025
Last Revised: 08/2025
Last Title Change:
FLSA: non-exempt
Probation: 12 months

MENTAL HEALTH COUNSELOR I

DEFINITION

Under direct supervision, receives training and performs professional clinical duties in the areas of child protective services, adult services, senior services, or juvenile services; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A master's degree from an accredited college or university in social work, marriage and family therapy, counseling, psychology or closely related field AND eligibility to register and engage in a clinical internship in an accredited post-master's internship towards obtaining an appropriate license to practice as a Licensed Clinical Social Worker, a Marriage and Family Therapist or a Clinical Professional Counselor in the State of Nevada.

LICENSE OR CERTIFICATE

Must be registered and engaged in a clinical internship in an accredited post-master's internship towards obtaining an appropriate license to practice as a Licensed Clinical Social Worker, a Marriage and Family Therapist or a Clinical Professional Counselor in the State of Nevada within six months of appointment for continued employment.

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

DISTINGUISHING CHARACTERISTICS

This is the entry and training level class in the Mental Health Counselor classification series which provides for progression to the next level in the series upon meeting the requirements of the classification and recommendation of the appointment authority. Incumbents must complete their internship and acquire licensure before they are eligible for the next level in the series. This level is distinguished from the Mental Health Counselor II level in that incumbents are learning to perform basic assignments and receive continuous training and clinical supervision in performing all clinical duties of the series concept.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Interview and observe clients, family members, support systems and community agencies to determine appropriate placement, supervision, and treatment and training needs in the least restrictive environment; analyze and integrate information obtained through interviews, observations, and medical and clinical records.

Develop, implement, and monitor treatment, behavioral and/or training plans; determine strengths, present problems, identify available resources and appropriate interventions.

Perform crisis intervention to maintain children in the least restrictive environment; recommend and complete

documentation for hospitalizations if needed.

Monitor clinical services to ensure achievement of treatment goals identified in treatment plan.

Document all contact and maintain accurate case records to support the plan; enter data in appropriate software program.

Review clinical records written by professionals and paraprofessionals in order to complete a thorough case history.

Identify available resources and assist families in accessing those resources to reduce the risk of harm to the client, and to maintain the client in the least restrictive environment.

Conduct individual, family and group therapy by applying various therapeutic techniques.

Prepare documentation and reports to apprise the Court, treatment providers and other professionals regarding client's mental and behavioral status and identified needs.

Develop and implement discharge and after care plans, act as advocate and return client to least restrictive environment.

Review and evaluate program series and activities to ensure conformance to agency policies and licensing requirements.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department and division policies, practices, and procedures relevant to area of assignment.

Computer software specific to the department/division.

Case management practices and procedures.

Symptoms and treatment of mental illness, emotional and behavior disorders.

Community organizations and utilization of public and private community resources.

Laws, rules, and regulations related to area of assignment.

Ability to:

Perform crisis intervention with families.

Ability to assess, develop and implement treatment plans and goals.

Write comprehensive evaluations, reports, and recommendations.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Principles and techniques of interviewing and recording casework data.

Theories and principles of counseling and psychotherapy.

Crisis intervention strategies.

Principles of individual and group behavior.

Ability to:

Establish priorities and organize work.

Learn to formulate and modify case plans in conjunction with client's needs.

Develop skills to interview people and interpret and record information.

Prepare clear, concise, and accurate records and reports.

Maintain professionalism while working with difficult situations and/or clients.

Communicate effectively, both orally and in writing.

Establish, maintain and foster positive working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephone, and FAX machines. Work is performed in office and other environments. Crisis intervention may require the incumbent to encounter potentially hostile or combative situations.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.