



CLASS SPECIFICATION

Class Code: 60006154
Date Established: 03/2002
Last Reviewed: 03/2025
Last Revised: 03/2025
Last Title Chg:
FLSA: exempt
Probation: 12 months

MENTAL HEALTH COUNSELOR SUPERVISOR

DEFINITION

Under direction, supervises and manages professional clinical workers in the areas of child protective services, adult services, senior services, or juvenile services; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time experience performing clinical case work AND a master's degree from accredited college or university in social work, marriage and family therapy, counseling, psychology or closely related field AND licensure in the State of Nevada to practice as a Licensed Clinical Social Worker, a Marriage and Family Therapist or a Clinical Professional Counselor.

LICENSE OR CERTIFICATE

License to practice in area of assignment is required at the time of application (licensure must be as a practitioner, not as an intern) and must be maintained for continued employment in this classification.

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 full supervisory level class in the Mental Health Counselor series. Incumbents are responsible for the supervision and operations of clinical workers who provide social and/or casework services to clients. Incumbents may perform casework duties.

SUPERVISION EXERCISED

Exercises direct supervision.

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

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Identify staff training needs and develop workshops or recommend training programs to enhance their performance, including development of casework plans, case management, and case monitoring.

Determine the acceptance of cases and assign to staff based on staff strengths and availability. Provide weekly case reporting, assist staff by identifying clinical issues related to referrals, assist staff in identifying appropriate resources and treatment options.

Establish unit priorities; participate in program planning, develop recommendations and assist with development and implementation of program objectives, policies, procedures and standards, ensure compliance with laws,

regulations, statutes, and policies thereto; monitor and evaluate program effectiveness. Develop written program description criteria.

Review, edit, and approve written assessments, reports, and case notes.

Develop procedures for acceptance of referral cases and information sharing.

Work with other programs within the division to coordinate services and resolve problems.

Assist staff in determining DSM-IV diagnosis as needed for referral cases.

Represent the department on committees, boards and community meetings.

Respond to inquiries and interpret rules, regulations, and policies for clients, the public and County staff.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

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 divisional policies, practices, and procedures relevant to area of assignment.

Countywide personnel policies and procedures.

Computer software specific to the department/division.

Laws, rules and regulations related to area of assignment.

County budgeting and expenditure policies and procedures.

Ability to:

Supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Plan, coordinate and direct the operations of clinical service program to accomplish established goals and objectives and optimize efficiency.

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

Knowledge of:

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Counseling techniques and practices.

Case management practices and procedures.

Principles of interviewing, investigating, and recording casework data.

Principles of individual and group behavior.

Agency, state and court policies, procedures and processes related to client care.

Availability of assistance, social service programs, and community resources.

Ability to:

Read, interpret, and apply regulations, policies, and procedures.

Assess, utilize and collaborate with social, agency, and community resources.

Collect, compile, and analyze information and data and arrive at logical conclusions.

Deliver family preservation services.

Demonstrate initiative and judgment within established procedural guidelines.

Evaluate work priorities, programs, procedures, and processes to determine their effectiveness and efficiency.

Operate a personal computer.

Write comprehensive evaluations, reports, and recommendations.

Perform crisis intervention with families and handle difficult situations.

Skillfully interview people and deal with hostile and aggressive clients in stressful situations.

Effectively communicate and work with individuals from diverse socio-economic, ethnic, and cultural backgrounds.

Effectively represent the department in contacts with clients, the public, community organizations, and other governmental agencies.

Communicate effectively, both orally and in writing.

Establish, maintain, and foster effective and cooperative working relationships with all those contacted through the course of work.

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