

## PROGRAM SPECIALIST (CLINICAL SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class supervises and performs specialized clinical evaluations, case reviews, case management, professional review of para-professional activities and interdepartmental or inter-agency consultation and training. Incumbents work with a population with various mental illnesses frequently accompanied by alcohol and/or substance abuse problems. Work also involves professional consultation and training activities. Offsite visits to clients and referral agencies may be expected for the purposes of clinical assessment and/or program monitoring and evaluation. Work requires independent judgment under sometimes considerable pressure and cooperation with the staff of other departments and outside agencies. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Provides professional clinical review and direction for the direct service activities of case managers and community workers;

Provides consultation and training to the staff of other departments and municipal and voluntary agencies;

Engages and/or assess individuals potentially in need of mental health or substance use disorder (SUD) services;

Conducts assessments on individuals referred by other County, municipal and State departments, the Criminal Justice System, shelters, voluntary agencies and families;

Provides case management services and counseling to clients one-on-one or in a group setting where appropriate;

Works independently at various off site locations such as client's homes, shelters, health centers, correctional facilities and information and referral locations;

Confers with staff members of other disciplines on the team to determine case disposition, patient progress, treatment goals, etc;

Maintains contact with other County departments for clients referred for assessment;

Maintains contact with community agencies interested in clients under care, in intake and treatment plans;

Participates in the interpretation of methods and procedures necessary to carry out community programs;

Participates on a team reviewing the effectiveness of community programs and systems;

May supervise students in field placement;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the modern principles of human development; good knowledge of techniques and methods used in counseling; good knowledge of the nature and causes of mental disability; good knowledge of the effect of alcohol and/or substance abuse on individuals with mental illness; knowledge of available community resources; knowledge of group dynamics; ability to conduct interviews to obtain social and medical information necessary to perform diagnostic evaluations; ability to analyze and summarize psycho-social information, ability to observe for the purpose of analysis and treatment; ability to analyze information to provide feedback on program effectiveness; ability to write and speak effectively; ability to work and relate to a wide variety of people, both professional and non-professional; ability to work under pressure; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Possession of current/valid license as a Licensed Clinical Social Worker (LCSW) issued by the New York State Department of Education; or (b) a Master's degree\* in any clinical discipline recognized by the New York State Office of Mental Health, e.g., social work, psychology, mental health nursing or a substantially related field and one year experience where the primary function of the position was in the case management, or direct provision of services to a population with mental health or intellectual/developmental illnesses; or (c) a Bachelor's Degree\* in any clinical discipline recognized by the New York State Office of Mental Health as described above and three years of experience as stated in (b).

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE:

(1) Experience gained while practicing as a Certified Social Worker (CSW) Clinical prior to obtaining the LCSW can substitute for the above required experience.

(2) Employees are required to maintain valid licensure/certification as required by the minimum qualifications throughout employment in this title.

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Job Class Code: C2001  
Job Group: X