

## PROGRAM SPECIALIST (CLINICAL SERVICES - SPANISH SPEAKING)

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. Work requires independent judgment under sometimes considerable pressure and cooperation with the staff of other departments and outside agencies. The duties require proficiency in both the Spanish and English languages. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both the Spanish and English languages;

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;

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 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;

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; 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 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 providing treatment to a population receiving mental health or mental retardation services; 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: Experience gained while practicing as a Certified Social Worker (CSW) Clinical prior to obtaining the LCSW can substitute for the above required experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

NOTE: 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: C2509  
Job Group: X