

*Code: 5281*

*Title: MENTAL HEALTH CASE WORKER*

**SUMMARY:** Provides direct psycho-social services to psychiatric patients and services to patients' support networks.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Participates with physicians, nurses, technicians and other medical care providers in the diagnosis, counseling and/or treatment of patients;

Maintains an active caseload providing psycho-social services to chronically mentally ill patients, their families and interested parties;

Interviews patients, their families and/or interested parties to gather information for assessment of patient's mental status and functioning level;

Assists patients in developing independent living skills and support systems;

Facilitates individual, family and group therapy as prescribed;

Provides crisis counseling and discharge planning for patients, families and other interested parties;

Refers patients to community resource agencies, follows patient progress on a continuing basis and verifies delivery of services;

Prepares progress notes and maintains charts and logs relating to patient treatment and progress for assigned caseload;

Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;

Participates in psychiatric in-service training programs.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- methods and objectives of contemporary mental health treatment practices;
- principles, practices and techniques used to provide professional counseling and psychotherapy for groups, families and individuals;
- psychiatric evaluation criteria regarding psychiatric patients;
- developing, organizing and maintaining a patient caseload.

Skill in:

- interviewing and evaluating psychiatric patients;
- organizing and monitoring a caseload of psychiatric patients;
- communicating effectively;
- observing and recording patients' behaviors;
- conducting individual and group counseling;
- responding to emergencies or stressful situations calmly, quickly and decisively.

#### **MINIMUM QUALIFICATIONS:**

A Bachelor's degree from an accredited college or university with a major in a behavioral or social science or a closely related field as defined by the appointing authority and one year of experience providing mental health treatment.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require possession of a valid Arizona drivers license with appropriate endorsement(s), as defined by the appointing authority. Failure to maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

08/01/89  
Updated 05/15/09<sup>(gs)</sup>