

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3655      **TITLE:** MENTAL HEALTH COUNSELOR      **GRADE:** S-20

**DEFINITION:**

Under close clinical and administrative supervision, serves as a secondary therapist, performing a limited variety of psycho-educational training and treatments; may serve as the sole counselor on a night or weekend shift, independently performing a limited variety of professional treatment services; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Mental Health Counselor differs from the Assistant Residential Counselor in that the Mental Health Counselor serves as secondary counselor, performing a limited variety of professional treatment services whereas the Assistant Residential Counselor performs paraprofessional educative and administrative duties in a residential treatment program.

The Mental Health Counselor differs from the Mental Health Therapist in that the Mental Health Counselor serves as secondary therapist performing a limited variety of professional treatment services, whereas the Mental Health Therapist serves as a primary therapist.

**ILLUSTRATIVE DUTIES:**

Functions as a co-therapist in groups;  
Prepares draft treatment plans for review, with consideration given to the nature and severity of the mental health problem, family and job-related circumstances, legal complications, individual and family histories, physical condition, and other pertinent factors;  
Presents cases for staff discussion;  
Provides individual counseling involving specific concerns;  
Conducts intake interviews and supervised assessments;  
Provides input to senior clinicians on treatment plan development and assists with its implementation;  
Shares information and discusses prevention and treatment methods and techniques in conjunction with peers and other professionals;  
Provides orientation and education sessions for clients, family members, and significant others;  
Provides information on referral services for individuals, families, and other concerned persons;  
Provides liaison with physicians and other service providers;  
Provides training and assists clients in developing and practicing living and empowerment skills;  
Anticipates crises and provides intervention in crisis situations within a limited range of events;  
Organizes and maintains client files;  
Maintains all appropriate client records according to governing standards.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles, theories, and methods of the psychological and social development of individuals;

Considerable knowledge of community resources including relevant public and private organizations;

Knowledge of counseling and interviewing techniques;

Ability to recognize external behavioral symptoms of mentally ill individuals, who may concurrently exhibit signs of substance abuse;

Ability to establish rapport and maintain effective relationships with clients;

Ability to develop and maintain effective working relationships with co-workers and the general public;

Ability to communicate effectively, both orally and in writing;

Ability to maintain records and prepare reports.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with a bachelor's degree in psychology, social work, sociology, or nursing (or, for certain positions providing services to children and adolescents, a Bachelor's degree in special education).

**CERTIFICATES AND LICENSES REQUIRED:**

MANDT Certifications within six (6) months of appointment and annually thereafter, for positions in CSB residential services;

First Aid and CPR certification, within 90 days of appointment and maintained throughout CSB employment, for positions in residential programs;

Medication Administration Assistance Certification within 90 days of appointment, for positions in residential programs.

**NECESSARY SPECIAL REQUIREMENTS:**

Criminal background record check;

TB screening upon hire and annually thereafter;

Contingent upon area of assignment, some positions within this class:

- Must be eligible to provide services that can be reimbursed by Medicaid in accordance with the Virginia Department of Medical Assistance Services' requirements;
- Must meet the requirements to be a provider of Case Management Services as set forth by the Virginia Department of Medical Assistance Services;
- Require a valid Motor Vehicle Driver's license with fewer than six demerit points (or equivalent in another state) at time of appointment and maintained throughout employment with CSB;
- Require Hepatitis C screening upon hire and annually thereafter;
- Require a National Provider Identifier.

REVISED:	February 17, 2011
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