

**BEHAVIORAL HEALTH UNIT SUPERVISOR****DEFINITION**

Under direction of a Program Manager, plans, supervises and participates in specific behavioral health service program; supervises staff assigned to the program and does other work as required.

**DISTINGUISHING CHARACTERISTICS**

An employee in the class of Behavioral Health Unit Supervisor is responsible for supervising a specific behavioral health service element and the staff assigned to that program. A portion of this individual's time may be with direct clinical work. Work is performed with considerable independence of action; however, guidance, consultation and direction are received from medical and administrative superiors.

This class is distinguished from the next higher class of Program Manager in that the latter is a classification responsible for the administration of multiple program elements, monitors contract providers and is a member of the Division Management Team.

**EXAMPLES OF DUTIES**

1. Supervises a specific behavioral health program to rehabilitate or maintain mentally and emotionally disturbed individuals; coordinates provision of services with other program elements; participates in developing procedures manuals and instructional material to assist in developing program goals; assists management in evaluating program needs and developing an effective program
2. May provide direct clinical work in the treatment of patients within the specific program
3. Supervises subordinate professional and paraprofessional personnel in a specific behavioral health program and in recording case history and related records; reviews case records and meets with individual staff members on a regular basis to review assigned cases, progress and problem areas and make recommendations on methods of treatment of patient needs
4. Supervises the activities of assigned staff evaluators and confers with staff on a regular basis, recommends disciplinary action
5. Plans and conducts unit meetings
6. May assist in monitoring patient utilization or level of care with contract providers
7. Coordinates the program with related community human services agencies and treatment facilities as assigned; provides consultation services to the community and related agencies as assigned
8. Maintains records; prepares reports and correspondence regarding the program
9. May meet with community organizations, private individuals, agency administrators and professional staff of mental health facilities to gain cooperation in achieving program goals as assigned.

**QUALIFICATIONS**

Pursuant to Section 5751 of the Welfare and Institutions Code, possession of any one of the following:

OR

## Behavioral Health Unit Supervisor

Licensed Clinical Social Worker: to be a graduate of an accredited graduate school of social work and be licensed as a clinical social worker in the state of California.

OR

Licensed Marriage, Family and Child Counselor: to be a graduate of an approved graduate school of marriage, family and child counseling and to be licensed as a marriage, family and child counselor in the state of California.

OR

Clinical Psychologist: to be a graduate from an accredited school of psychology and to be licensed as a clinical psychologist in the state of California.

OR

Psychiatrist: shall have a license as a physician and surgeon in the state of California and show evidence of having completed three years graduate training in psychiatry in a program approved by the American Medical Association or the American Osteopathic Association.

OR

A nurse shall be licensed to practice as a registered nurse by the Board of Nursing Education and Nurse Registration in California and possess a master's degree in psychiatric or public health nursing, and two years of nursing experience in a mental health setting. Additional post baccalaureate nursing experience in a mental health setting may be substituted on a year-for-year basis for the educational requirement.

In addition, any combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

### Knowledge and Skills:

#### Thorough knowledge of:

1. Methods and techniques of individual, family, group counseling, case management and social rehabilitation
2. Community resources available for assistance to individuals suffering from mental and/or emotional problems
3. Principles and techniques of diagnosis, treatment and rehabilitation of persons with mental or emotional disorders
4. Laws governing behavioral health services in the state of California for a specific treatment service.

#### Working knowledge of:

1. Cultural habits of ethnic groups
2. Community organizations and lines of communication in a specific treatment area
3. Principles of training and supervision of subordinate staff

Behavioral Health Unit Supervisor

4. Safety requirements regarding the operation of a specific behavioral health program.

Skill and Ability to:

1. Effectively counsel patients and conduct individual, family and group therapy or to provide case management or social rehabilitation service
2. Supervise and participate in a specialized behavioral health program
3. Evaluate effectiveness of program and initiate improvements
4. Train, assign and supervise the work of a small staff with varied educational and experience backgrounds
5. Speak and write effectively, including preparation of clear and concise records and reports
6. Establish effective working relationships with patients, staff, social service agencies, and other contracted in the course of work
7. Analyze data and develop conclusions and recommendations regarding a specific program.

**CLASS HISTORY**

Class Code: 60B23  
Established Date: November, 1985  
Revised Date: n/a  
Former Title: Mental Health Unit Supervisor

**CLASS DATA**

Job Group: 08  
EEO Category: P  
Work Comp. Code: 9410  
Bargaining/Employee Unit: F  
FLSA: E  
MOCO OT: N

Prepared by: SDF 1/14/86

Approved by:

/s/ Jana H. Jagoe  
County Administrative Office

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Date