

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV78565
Job Class Code:	780	Salary Schedule:	AREG
EEO Category:	02	Grade:	21
Workers Comp Code:	8833		

Job Code Established:	07/06/71	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Psychology, Mental Health and Related Series

JOB CODE TITLE: MENTAL HEALTH TEAM COORDINATOR

HRIS TITLE: MENTAL HLTH TM COORD

CHARACTERISTICS OF THE CLASS: Under administrative direction, coordinates activities of a mental health treatment team, assumes administrative responsibility for the team area, and acts as leader and spokesman for the team in staff committees or other interdivisional or intradepartmental functions; and performs related work as required.

EXAMPLES OF DUTIES: Acts as team leader-coordinator for a special treatment division of a large institution; makes executive decisions for the team or team area, as delegated by the psychiatrist and division leader; provides consultative services for every aspect of the team effort; participates in team meetings, provides advice to team members and project leaders; contributes to in-service training programs; conducts individual group and family therapy as needed; approves and participates in team research and special projects; evaluates and develops programs; participates in program budget development; coordinates education program for patients; attends professional and staff meetings; prepares and reviews reports; is responsible for the maintenance of appropriate files and records.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: goals and methods of contemporary mental health treatment programs; contemporary treatment models of organization and staffing, modes, techniques and procedures; staffing and training needs of contemporary mental health programs; present trends and currents in the field of mental health.

Skill/Ability to: communicate knowledge to others; coordinate the activities of a large group of professional and pre-professional personnel engaged in diagnostic and therapeutic functions and working as a team; provide cohesion, leadership and administrative competence to a mental health treatment team or team area.

SPECIAL SELECTION FACTORS: Master's degree in social work or psychology or equivalent graduate hours in psychology from an accredited college or university and five years of progressively responsible experience in mental health treatment and service.