

**RESOLUTION ADOPTING REVISIONS TO THE BEHAVIORAL HEALTH THERAPIST I,
BEHAVIORAL HEALTH THERAPIST II AND SENIOR BEHAVIORAL HEALTH THERAPIST,
BEHAVIORAL HEALTH CONTINUING CARE COORDINATOR JOB CLASSIFICATIONS**

WHEREAS, Plumas County Personnel Rule 5 allows amendments to be made to the classification plan covering all positions in the County service, by resolution of the Plumas County Board of Supervisors; and

WHEREAS, during the fiscal year needs may arise to amend the Classification Plan, position allocation, and funding revenues; and

WHEREAS, the Interim Human Resources Director has updated and attached revised job classifications for the Behavioral Health Therapist I, Behavioral Health Therapist II, Senior Behavioral Health Therapist, and Behavioral Health Continuing Care Coordinator job classifications; and

WHEREAS, the County has met the meet and confer obligation.

NOW, THEREFORE BE IT RESOLVED by the County of Plumas Board of Supervisors as follows:

- 1) Approves the revisions to the Behavioral Health Therapist I job classification.
- 2) Approve the revisions to the Behavioral Health Therapist II job classification.
- 3) Approve the revisions to the Senior Behavioral Health Therapist job classification.
- 4) Approve the revisions to the Behavioral Health Continuing Care Coordinator job classification.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 6th day of May 2025, by the following vote:

AYES: Supervisors: McGowan, Ceresola, Goss, Hall, Engel

NOES: Supervisors

ABSENT: Supervisors

ATTEST:


KEVIN GOSS, CHAIR, BOARD OF SUPERVISORS


ALLEN HISKEY, CLERK OF THE BOARD

Approved as to form:


Sara James, Attorney
County Counsel's Office

SENIOR BEHAVIORAL HEALTH THERAPIST

DEFINITION

Under the general direction of the Behavioral Health Unit Supervisor, organize and assist with clinical supervision for assigned staff and Behavioral Health programs; to provide integrated mental health counseling and treatment to a wide range of individuals with qualifying mental conditions. Assists with service development, and provides service to higher acuity cases of a population of individuals that may be involved with the criminal justice system, long-term mental illness, youth and children and clients with co-occurring diagnoses, or are at risk of incarceration; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is an advanced journey level Behavioral Health Therapist classification series. As a fully licensed Senior Behavioral Health Therapist position within the Behavioral Health Department, the incumbent will be responsible for assisting with the coordination and staff leadership of professional level staff, providing mental health and drug/alcohol counseling services. In addition, incumbent may be assigned to provide supervision of an Intern(s). Responsibilities may also include assisting in the development and administering programs and to supervise a satellite office. The incumbent will provide mental health and /or drug/alcohol services to emotionally disturbed children, adults and families. Incumbent will provide supervision and provision of crisis intervention services, which include 24/7 on call ability.

REPORTS TO

Behavioral Health Unit Supervisor or Deputy Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Behavioral Health Therapist I, (may include clinical supervision), and other clinical and/or administrative staff as assigned.

EXAMPLES OF DUTIES

- Performs intake assessments and evaluation of individuals with mental health problems, and individuals with co-occurring disorders.
- Formulates treatment plans that integrate mental health in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation, and the courts.
- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains an awareness of mental health and alcohol and drug counseling methodologies.
- Provides crisis intervention and assessment for individuals with primary mental health diagnoses, and individuals with co-occurring disorders.
- Prepares case histories and maintains up-to-date patient records including session notes documented within the 72 hours requirement.
- Makes referrals to, and receive referrals from appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and alcohol and/or drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health alcohol and drug and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency “on-call” system on a rotating basis, or back-up on-call.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts and supervises recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.
- Provide supervision to assigned staff.
- May supervise interns (academic and/or licensure) in professional training, in individual and/or group settings.
- Participates in, and/or actively provides behavioral health education programs, conferences and community programs.
- Actively participates in collaboration with community groups and agencies.
- Participates in the planning and implementation of BHSA (Behavioral Health Services Act) programs.
- May provide management functions and oversight of branch offices.

May serve as a “specialty resource” in a number of specialty Mental Health or Behavioral Health areas, including but not limited to: Crisis Intervention or Trauma Special Populations; identified state programs; Criminal Justice; Juvenile Justice; MHSA program components; etc.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office or community environment; continuous contact with staff and the public. Crisis intervention services may require working in a hospital, County jail or in the field. This position requires routine driving throughout the county and occasional driving outside the county to various sites.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Therapeutic treatment methods and procedures in the mental health and alcohol and drug field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health and alcohol and drug services and programs.
- Current practices and techniques in psychotherapeutic and recovery model treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards, including proper documentation as to treatment plans, medical necessity, note writing within 72 hours of service.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.

Ability to:

- Perform a variety of mental health/behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling during individual and or group therapy sessions.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health and alcohol and drug program rules, regulations and policies.
- Consistently document all assessments, treatment plans and service interventions in a manner that complies with all audit and regulatory requirements.
- Effectively represent the Mental Health Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.
- May develop and present public presentations.
- May assist in enforcement of Quality Assurance standards.
- Assist in reviewing, implementing, and enforcing Quality Assurance standards.

TRAINING AND EXPERIENCE**Required qualifications for this position****Training:**

A Master's degree in psychology, social work, marriage and family counseling, or a related field from an accredited college or university which provides the educational basis for licensing to provide psychotherapy in the State of California.

Experience:

Two (2) years of post-licensure experience, preferably in a mental or behavioral health setting, including one (1) year of experience in a Community Mental or Behavioral Health Clinic.

Licensing or Certifications:

Possession of, or ability to obtain, an appropriate valid California driver's license. Valid California Driver's License must be maintained throughout employment.

Possession of a license, such as a Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), or related license to provide psychotherapy in the State of California.

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Preferred Qualifications:

Possession of certification to serve as a supervisor of interns and to continually maintain any ongoing requirements imposed by the applicable licensing board to keep the supervisor certification active and in good standing.

SPECIAL REQUIREMENTS

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

Behavioral Health Continuing Care Coordinator

DEFINITION

Under general direction to plan, organize, coordinate, and supervise supportive housing services and residential placements of Plumas County Behavioral Health clients. To work closely with seriously mentally ill adults and youth, and their families; to develop, review, place and evaluate mental health and SUD client's care programs and services; to provide therapeutic services to seriously mentally ill adults and youth, including therapeutic meetings and resource assistance, and do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is for the administrative position in the Behavioral Health Department which has responsibility for developing and implementing policies for the Supportive Housing System, administering the Homeless Management Information System (HMIS) and participating in any stakeholder meetings across the county. This position works with the Public Guardian, and other agencies serving the housing, house providers, governmental partners, and other key stakeholders. This position also has a case load of adult residential clients and is responsible for court reports on conservatorship and residential status. This position is responsible for a client's step down from residential facilities to supportive housing.

REPORTS TO

Behavioral Health Director or Deputy Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Behavioral Health Case Management Specialist I/II/Senior.

EXAMPLES OF DUTIES

- Handles complex coordination between local, County, and State resources.
- Prepares court reports on residential placement and Conservatorship and attends hearing.
- Testifies in court as required.
- Works closely with the Public Guardian on placement and discharge.
- Works closely with contracted facilities on finding placement and discharge plans.
- Works closely with the PCBH SUD Administrator for placements.
- Actively participates in the development and oversight of new housing opportunities in Plumas County.
- Determines budgetary requirements to maintain all programs, both within Plumas County and out-of-county.
- Carries a caseload of severely mentally ill persons.
- Responsible for inputting session information into the Electronic Health Records (EHR) in a timely manner.
- Prepares staff reports, comprehensive detailed plans with County wide impact.
- Develops, administers, and evaluates programs.
- Inputs HMIS data and oversees all housing reports.
- Assist client with resources.
- Serves on-call after hours on a routine basis.
- Has the responsibility for the maintenance and updating of client records.
- Periodic therapeutic meetings face-to-face with residential clients.
- Attend the Plumas-Sierra Continuum of Care (CoC) board meetings.
- May serve on the Utilization and Review committee.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office and clinic environment; may involve extensive travel; some exposure to communicable disease; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for counseling, therapy, and guidance of persons in mental health programs.
- Therapeutic treatment methods and procedures in the mental health field.
- Principles and practices of supervision, program management and budgeting.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health services and programs.
- Community organizations.
- The scope and activities of public and private agencies in the mental health field.
- Treatment research, development, and implementation.
- Quality Assurance practices and standards.
- Program development and administration.
- Crisis counseling principles, methods, and techniques.
- Principles of supervision, training, and staff evaluation.

Ability to:

- Plan, schedule, coordinate, develop, and evaluate continuing care services.
- Develop and maintain confidence and cooperation of emotionally disturbed patients and their families.
- Interpret and apply complex mental health program rules, regulations, and policies.
- Prepare clear, relevant, and accurate reports and court reports.
- Develop and present public presentations.
- Enforce Quality Assurance standards.
- Effectively establish and maintain effective working relationships between the Behavioral Health Department and clients, the public, and other agencies.

TRAINING AND EXPERIENCE

Required qualifications for this position

Training:

A Master's degree in psychology, social work, marriage and family counseling, or a related field from an accredited college or university which provides the educational basis for licensing to provide psychotherapy in the State of California.

Licensing or Certifications:

Possession of, or ability to obtain, an appropriate valid California driver's license. Valid California Driver's License must be maintained throughout employment.

Prior to hiring, must be registered with the California Board of Behavioral Sciences, and possess an intern number for either an Associate Clinical Social Worker (ACSW), a Marriage Family Therapist Intern (MFTI), a Professional Clinical Counselor Intern (PPCI), or a related licensing that provides the ability to provide psychotherapy in the State of California. Must obtain licensure as an MFT, LCSW or LPCC, or related license providing the ability to provide psychotherapy in the State of California within five (5) years of the effective date of employment. Maintaining an active intern number all years and obtaining licensure in five (5) years is a requirement of this position, and employees who fail to do so are subject to demotion or termination.

Preferred Qualifications

Possession of a license, such as a Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), or related license to provide psychotherapy in the State of California.

SPECIAL REQUIREMENTS

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

PLUMAS COUNTY

REVISED: 4/2025

APPROVED:

BEHAVIORAL HEALTH THERAPIST I

DEFINITION

Under the supervision of a licensed clinical supervisor, to provide integrated mental health counseling and treatment to a wide variety of individuals with qualifying mental conditions; to serve a population of individuals that may be involved with the criminal justice system, long-term mental illness, youth and children and clients with co-occurring diagnoses; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is an intern position in the Behavioral Health Therapist series, for therapists who have a Master's Degree in Social Work, Counseling, Psychology, or a related and are registered with the California Board of Behavioral Sciences. Candidate must be working on accumulating supervised hours toward becoming a Licensed Marriage Family Therapist, Licensed Clinical Social Worker or a Licensed Professional Clinical Counselor. Incumbents are assigned a full range of therapeutic support duties for assigned clients.

REPORTS TO

Behavioral Health Unit Supervisor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

- Performs intake assessments and evaluations of individuals with primary mental health problems and individuals with co-occurring disorders.
- Formulates treatment plans in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation and the courts.

- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains an awareness of mental health counseling methodologies.
- Provides crisis intervention and assessment for individuals with primary mental health diagnosis, primary alcohol and substance abuse diagnosis and individuals with co-occurring disorders.
- Prepares case histories and maintains patient records.
- Documents all services in a manner proscribed by the department in a timely manner, within 72 hours of the provision of service 91% of the time.
- Makes referrals to appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and/or alcohol and drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health and alcohol and drug and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency "on-call" system on a rotating basis.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office or community environment; continuous contact with staff and the public. Crisis intervention services may require working in a hospital, County jail or in the field. This position requires routine driving throughout the county and occasional driving outside the county to various sites.

DESIRABLE QUALIFICATIONS

BEHAVIORAL HEALTH THERAPIST I - 2

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Therapeutic treatment methods and procedures in the mental health and alcohol and drug field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health and alcohol and drug services and programs.
- Current practices and techniques in psychotherapeutic and recovery model treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.

Ability to:

- Perform a variety of mental health/behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health and alcohol and drug program rules, regulations and policies.
- Consistently document all assessments, treatment plans and service interventions in a manner that complies with all audit and regulatory requirements.
- Effectively represent the Mental Health Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

TRAINING AND EXPERIENCE

Training:

A Master's degree in psychology, social work, marriage and family counseling, or a related field from an accredited college or university which provides the educational basis for licensing to provide psychotherapy in the State of California.

Commented [SJ1]: I'm removing this because it's already a requirement to possess an intern number, and to do that, you must have completed your practicum.

Licensing or Certifications:

Possession of, or ability to obtain, an appropriate valid California driver's license. Valid California Driver's License must be maintained throughout employment.

Prior to hiring, must be registered with the California Board of Behavioral Sciences, and possess an intern number for either an Associate Clinical Social Worker (ACSW), a Marriage Family Therapist Intern (MFTI), a Professional Clinical Counselor Intern (PCCI), or a related licensing that provides the ability to provide psychotherapy in the State of California. Must obtain licensure as an MFT, LCSW or LPCC, or related license providing the ability to provide psychotherapy in the State of California within five (5) years of the effective date of employment. Maintaining an active intern number all years and obtaining licensure in five (5) years is a requirement of this position, and employees who fail to do so are subject to demotion or termination.

SPECIAL REQUIREMENTS

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

BEHAVIORAL HEALTH THERAPIST II

DEFINITION

Under the supervision of a licensed clinical supervisor, to provide integrated mental health counseling and treatment to a wide variety of individuals with qualifying mental conditions; to serve a population of individuals that may be involved with the criminal justice system, long-term mental illness, youth and children and clients with co-occurring diagnoses; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a fully licensed position in the Behavioral Health Therapist series, candidate must be a Licensed Marriage Family Therapist, a Licensed Professional Clinical Counselor, a Licensed Clinical Social Worker through the California Board of Behavioral Science, or a related license allowing candidate to provide psychotherapy in the State of California. Incumbents are assigned a full range of therapeutic support duties for assigned clients.

REPORTS TO

Behavioral Health Unit Supervisor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

- Performs intake assessments and evaluations of individuals with primary mental health problems and individuals with co-occurring disorders.
- Formulates treatment plans in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation and the courts.
- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains an awareness of mental health counseling methodologies.

- Provides crisis intervention and assessment for individuals with primary mental health diagnosis, primary alcohol and substance abuse diagnosis and individuals with co-occurring disorders.
- Prepares case histories and maintains patient records.
- Documents all services in a manner proscribed by the Department in a timely manner, within 72 hours of the provision of service 91% of the time.
- Makes referrals to appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and/or alcohol and drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency "on-call" system on a rotating basis.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office or community environment; continuous contact with staff and the public. Crisis intervention services may require working in a hospital, County jail or in the field. This position requires routine driving throughout the county and occasional driving outside the county to various sites.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Therapeutic treatment methods and procedures in the mental health and alcohol and drug field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health and alcohol and drug services and programs.

- Current practices and techniques in psychotherapeutic and recovery model treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.

Ability to:

- Perform a variety of mental health/behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health and alcohol and drug program rules, regulations and policies.
- Consistently document all assessments, treatment plans and service interventions in a manner that complies with all audit and regulatory requirements.
- Effectively represent the Mental Health Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

TRAINING AND EXPERIENCE

Required qualifications for this position

Training:

A master's degree in psychology, social work, marriage and family counseling, or a related field from an accredited college or university which provides the educational basis for licensing to provide psychotherapy in the State of California.

Experience:

Two (2) years of post-master experience equivalent to a Behavioral Health Therapist I in Plumas County.

Licensing or Certifications:

Possession of, or ability to obtain, an appropriate valid California driver's license. Valid California Driver's License must be maintained throughout employment.

Possession of a license, such as a Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), or related license to provide psychotherapy in the state of California.

SPECIAL REQUIREMENTS

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.