



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### BEHAVIORAL HEALTH THERAPIST SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
<b>Behavioral Health Therapist Supervisor</b>	<b>G10142</b>	<b>75</b>	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### **Purpose**

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees\*\*, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel. Provides mental health treatment for diagnosed mental health disorders. Works with individuals and groups to provide best practice and evidenced based interventions. May help individuals deal with addictions and substance dependence; relationship difficulties, suicidal/homicidal ideation or intent; stress management; coping skills, problems with self-esteem; and issues associated with mental, emotional and behavioral health.

#### **Nature of Work**

Behavioral Health Therapist Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and arranges, manages and modifies different courses of evidence based treatment of diagnosable mental health disorders this can include referring them to other specialists or team members, locating resources, and advocating and evaluating programs that can assist patients in reaching their objectives. Behavioral Health Therapists assist and work with individuals, families and groups with issues that impact their psychological state and overall well-being. This can include a mental illness or other disorder. Behavioral Health Therapists are trained to deal with a wide scope of disorders and can be employed in a variety of settings.

#### **Distinguishing Characteristics**

*The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.

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- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- Develops networks and builds alliance; collaborates across boundaries to build strategic relationships and achieve common goals.
- Builds and manages workforce based on organizational goals, budget considerations, and staffing needs
- Ensures that employees are appropriately recruited, selected, and appraised; addresses performance issues.
- Keeps up to date on occupationally specific technological developments; makes effective use of technology to achieve results.
- Maintain confidentiality of records relating to clients' treatment.
- Assess patients for risk of suicide attempts or oversee that community providers do so.
- Encourage clients to express their feelings and discuss what is happening in their lives, and help them to develop insight into themselves and their relationships or oversee that community providers do so.
- Collect and document information about clients through staffing with community providers, probation parole officers, interviews, observation, and tests to evaluate clients' physical or mental condition.
- Collaborate with counselors, physicians, probation parole officers, families and nurses to plan and coordinate treatment, drawing on clinical experience and patient needs.
- Provide or oversee community providers' diagnostic testing for clients as well as structured clinical interviews, including a mental status exam, using evidence based psychometric measures, scoring and interpreting under supervision of doctoral and/or independent licensed staff.
- Provide or oversee community providers' crisis intervention when necessary for clients and collaborate with facility treatment clinicians.
- Inform immediate supervisor of client's progress and needs.
- Utilize and implement all facility and security policies, procedures and protocols.
- Act as client advocates to coordinate required services or to resolve emergency problems in crisis situations.
- Modify or oversee that community providers' modify treatment plans according to changes in client status.
- Develop, review, and document service plans based on research, clinical experience, and client histories in consultation with clients and community providers and perform follow-ups assessing the quantity and quality and progress of services provided.
- Plan, implement, and document follow-up and aftercare programs for clients to be discharged from treatment programs in consultation with community providers.
- Conduct chemical dependency program orientation sessions.
- Complete and maintain accurate records and reports regarding the patients' histories and progress, services provided, and other required information.
- Serve as liaisons between students, homes, schools, family services, child guidance clinics, courts, protective services, doctors, and other contacts.

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- Analyze client history of criminal behavior, gang involvement, mental health issues, family issues, and substance abuse to obtain and identify mental health counseling and treatment planning.
- Assess both mental health and criminal records regarding safety for client and facility.
- Refer clients, or oversee that community providers refer clients to community resources for services such as job placement, debt counseling, legal aid, housing, medical treatment, or financial assistance, and provide concrete information, such as where to go and how to apply.
- Increase clinical knowledge by reviewing current literature, conducting social research, and attending seminars, training workshops, or classes.
- Counsel individuals, groups, families, or communities regarding issues including mental health, poverty, unemployment, substance abuse, physical abuse, rehabilitation, social adjustment, child care, or medical care.
- Counsel parents or oversee that community providers counsel parents with child rearing problems, interviewing the child and family to determine whether further action is required.
- Counsel students or oversee that community providers counsel students whose behavior, school progress, or mental or physical impairment indicate a need for assistance, diagnosing students' problems and arranging for needed services.
- Consult with parents, teachers, and other school personnel to determine causes of problems such as truancy and misbehavior, and to implement solutions.
- Assist clients, or oversee that community providers assist clients in adhering to treatment plans, such as setting up appointments, arranging for transportation to appointments, and providing support.
- Assess individuals' degree of drug dependency by overseeing the collecting and analyzing urine samples.
- Address legal issues, such as child abuse and discipline, assisting with hearings and providing testimony to inform custody arrangements.

### **Recommended Education and Experience for Full Performance**

Master's Degree in Psychology, Counseling, or Social Work and two (2) years of experience. Licensure as an LMSW, LISW, LMHC, LMFT, LPCC, or LPAT. For positions providing clinical supervision, Master's Degree in Psychology, Counseling, or Social work, two (2) years of experience and full licensure as an LISW, LPCC or LMFT and meet licensing board requirements for a clinical supervisor.

### **Minimum Qualifications**

Master's degree in Psychology, Counseling or Social Work or Bachelor's Degree in Social Work and New Mexico licensure as LBSW, LMSW, LISW, LPCC, LMHC, LMFT, or LPAT. A Provisional LBSW, Provisional LMSW, Provisional LISW, Temporary LPCC, Temporary LMHC, Temporary LMFT, or Temporary LPAT will also meet minimum qualifications. Failure to obtain full licensure or loss of licensure will disqualify the person from meeting the minimum requirements. For positions providing clinical supervision, a Master's degree in Psychology, Counseling, or Social work, two (2) years of experience and full licensure as an LISW, LPCC or LMFT is required.

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### Knowledge and Skills

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### Knowledge

**Leadership** - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

**Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

**Therapy and Counseling** — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Sociology and Anthropology** — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

**Philosophy and Theology** — Knowledge of different philosophical systems and religions. This includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

### Skills

**Leadership** - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react

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as they do.

**Service Orientation** — Actively looking for ways to help people.

**Speaking** — Talking to others to convey information effectively.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Persuasion** — Persuading others to change their minds or behavior.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Statutory Requirements:** All applicants for this position must be licensed in accordance with the Professional Psychologist Act, Sections 61-9-1 through 61-9-19 NMSA 1978, and 16.22.1 through 16.22.29 NMAC OR the Social Work Practice Act, Sections 61-31-1 through 61-31-25 NMSA 1978, and 16.63.1 through 16.63.20 NMAC OR Counseling and Therapy Practice Act, Sections 61-9A-1 through 61-9A-30 NMSA 1978.

**Conditions of Employment:** Pre-employment background investigation is required as well as extensive statewide travel.

**Working Conditions:** Working Conditions or individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Exempt.

**Bargaining Unit:** Not covered

**Established:** 07/27/2012

Revised:

*\*\*Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

*\*\*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*