



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

MENTAL HEALTH AND SUBSTANCE ABUSE SOCIAL WORKERS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Mental Health & Substance Abuse Soc WK-B	G1023B	55	
Mental Health & Substance Abuse Soc WK-O	G1023O	60	
Mental Health & Substance Abuse Soc WK-A	G1023A	65	

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

Occupation Description

Assess and treat individuals with mental, emotional or substance abuse problems, including abuse of alcohol, tobacco and/or other drugs. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention and education.

Nature of Work

Mental health and substance abuse social workers assess and treat individuals with mental illness or substance abuse problems. Such services include individual and group therapy, outreach, crisis intervention, social rehabilitation, and teaching skills needed for everyday living. They also may help plan for supportive services to ease clients' return to the community when leaving in-patient facilities. They may provide services to assist family members of those who suffer from addiction or other mental health issues. These workers may work in outpatient facilities, where clients come in for treatment and then leave, or in inpatient programs, where patients reside at the facility. Some mental health and substance social workers may work in employee-assistance programs. In this setting, they may help people cope with job-related pressures or with personal problems that affect the quality of their work. Other social workers work in private practice, where they are employed directly by the client.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist in conducting initial assessment of intake/referrals and requests for services to evaluate appropriateness of substance abuse service.
- Employees provide case management services; present case findings; review case records; assist in providing direct counseling to individuals, families, couples, children, and groups suffering from substance abuse; conduct assessments; participate in treatment planning, progress notes and discharge plans; maintain accurate records; and assist with treatment planning and risk assessments in more complex cases.

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Recommended Education and Experience for Full Performance

Associate's Degree in Human Services or Social Sciences and four (4) years of experience in mental health or substance abuse counseling.

Minimum Qualifications

High School diploma or Equivalency and two (2) years of experience in a mental health and/or substance abuse counseling environment.

Operational

- Employees in this Role provide direct psychotherapy to individuals, families, couples, children, and groups suffering from substance abuse.
- Employees conduct case management, including counseling clients/families in behavior management and providing follow up services; coordinate programs and evaluate substance abuse services; prepare administrative reports; provide consultation and in-service training to staff; conduct interviews for intake, assessment, referral, and reassessment; recommend substance abuse interventions; provide crisis and/or emergency services; and recruit and train foster and adoptive parents.

Recommended Education and Experience for Full Performance*

Bachelor's Degree in Human Services, Social Sciences, Social Work or Counseling and two (2) years experience in mental health or substance abuse counseling.

Minimum Qualifications

Associate's Degree in Human Services or Social Sciences and two (2) years of experience in mental health and/or substance abuse counseling. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

Advanced

- Employees in this Role provide consultations in case management, service delivery, assessment, and policies and procedures.
- Employees recommend program development to provide substance abuse services; consult on case analysis findings and make comprehensive recommendations; perform DSM-IV diagnosing; complete advanced and specialized psychosocial assessments, treatment plans, client progress reports and discharge plans; and confer with psychiatrists and other professionals regarding cases.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Human Services, Social Sciences, Social Work or Counseling and three (3) years of experience in mental health or substance abuse counseling.

Minimum Qualifications

Bachelor's Degree in Human Services, Social Sciences, Social Work or Counseling and two (2) years of experience in mental health and/or substance abuse counseling. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

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Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

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.

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.

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.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Skills

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

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.

Speaking — Talking to others to convey information effectively.

Service Orientation — Actively looking for ways to help people.

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

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

Coordination — Adjusting actions in relation to others' actions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations

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to make improvements or take corrective action.

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

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Statutory Requirements:

Conditions of Employment: Working Conditions for 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: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001 **Revised:** 9/20/2011, 4/5/2016 (Min Quals)

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.