



**Lake County
Mental Health Professional**

BAND	GRADE	SUBGRADE	FLSA STATUS
C	4	2	Non-Exempt

NATURE OF WORK

This position provides mental health counseling and support services to individuals, families, and groups. Responsibilities may include performing specialized mental health assessments; providing individual, group, and family therapy; monitoring client progress throughout treatment; and maintaining client records.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Provides individual, group, and family therapy, which includes: intervening in crises; and determining appropriate methods of providing therapy.	Daily 45%	C4
2.	Performs mental health assessments of clients to determine diagnoses and appropriate treatment methods.	Weekly 20%	C4
3.	Maintains client medical and related records to track effectiveness of treatment and ensure availability of documentation in accordance with regulations and guidelines.	Daily 15%	B2
4.	Monitors client progress throughout treatment, and revises goals and/or strategies to enable clients to meet treatment goals.	Monthly 10%	C4
5.	Coordinates services with providers in the community to ensure proper care and progress of clients.	Weekly 10%	B2
6.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

LEVEL OF DECISIONS

Incumbents have appreciable latitude for determining the appropriate actions, decisions, or processes to use due to their professional knowledge and experience. Assignments are broad in nature, usually requiring some originality and ingenuity to ensure an appropriate alignment between assignments and organizational policies and objectives. Knows fundamental concepts, practices, and procedures of assigned field; originality and ingenuity are required.

DIRECTION RECEIVED

Work under minimal direct supervision, but is provided with clear objectives and standards to coordinate the assigned program.

DIRECTION PROVIDED

Incumbents troubleshoot problems and issues commensurate with relevant experience.

TRAINING AND EXPERIENCE REQUIREMENTS



Lake County Mental Health Professional

Master's degree in Social Work or related field; and 2 years of related experience; or an equivalent combination of education and experience.

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- Fully Licensed Mental Health Professional, i.e. LICSW, LMFT, LPCC
- Valid driver's license

KNOWLEDGE REQUIREMENTS

- Various therapy techniques;
- Mental health principles;
- Community resources;
- Techniques of performing diagnoses;
- Applicable records requirements;
- Applicable Federal, State, and local rules and regulations.

SKILL REQUIREMENTS

- Providing therapy and counseling services;
- Responding to crises;
- Maintaining client records;
- Performing mental health assessments;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sitting most of the time. Walking and standing are required only occasionally.

CLASSIFICATION HISTORY

DATE	COMMENT
October, 2017	Draft prepared by GBS (MO)
April, 2026	Revised

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.