



## Class Specification

Classified/Non-Examined		
Class Code	Pay Plan	Class Title
0966	HC - 25	CLINICAL SOCIAL WORKER

### PURPOSE OF CLASS:

In a state agency behavioral health program as part of a multi-disciplinary team at one or more locations this class is accountable for independently providing clinical social work services.

### SUPERVISION RECEIVED:

Works under the administrative supervision of a Supervising Clinician or other clinician of higher grade.

### SUPERVISION EXERCISED:

May lead other clinical staff of lower grade, social work students or clerical staff as required.

### EXAMPLES OF DUTIES:

As a member of multi-disciplinary clinical team or within a network of community based behavioral health services develops psychosocial assessments through clinical interviews with assigned clients and families which include consideration of developmental, social and/or cultural, substance abuse, psychological, environmental and medical issues; develops treatment plans including measurable treatment objectives; provides clinical treatment services in form of triage, crisis intervention, individual, group and/or family therapy, screening and planning; advocates and develops networks of social and clinical services to assist clients in meeting identified needs; monitors and evaluates effectiveness of treatment plans, documents treatment in clinical records; completes reports in accordance with agency and accrediting bodies; consults and collaborates with other behavioral health providers to improve delivery of services to clients; provides forensic evaluations and court testimony as required; maintains social work treatment and standards as required; may participate in research projects; performs related duties as required.

### MINIMUM QUALIFICATIONS REQUIRED

#### KNOWLEDGE, SKILL AND ABILITY:

Knowledge of social work methodology, casework, group work and community mobilization; knowledge of family and interpersonal relationship dynamics; knowledge of values, sanctions, purposes and ethics of professional social work; knowledge of social, cultural, economic, medical, psychological and legal issues which influence attitudes and behaviors of clients and families; knowledge of mental illnesses and approaches to treatment; considerable interpersonal skills; considerable oral and written communication skills; ability to devise and implement a treatment plan with measurable goals that address client needs; ability to independently apply current psychiatric treatment modalities to address client needs.

#### EXPERIENCE AND TRAINING:

Licensure as a clinical social worker in the State of Connecticut.

#### SPECIAL REQUIREMENTS:

1. Incumbents in this class must possess and retain a license to practice clinical social work pursuant to Sec. 20-195 (m) through ( r) of the Connecticut General Statutes.
2. Incumbents in this class may be required to have knowledge of sign language and communication ability with the deaf and hearing impaired in certain designated positions.
3. Incumbents in this class may be required to have ability in Spanish oral and written communication in certain designated positions.
4. Incumbents in this class may be required to travel.

#### WORKING CONDITIONS:

Incumbents in this class may be exposed to some risk of injury from assaultive and/or abusive clients.

**Note:** Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits

appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class.

This replaces the existing specification for the same class in the same Salary Group HC 25 approved effective December 5, 2001. (Revised to modify Supervision Received)

0966A 12/22/04 cm

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
0966	762	(33)-Social Services	(11)-HEALTH PROF (P-1)	(2)-Professional	Dec 23, 2004

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## Class Specification

Classified/Competitive		
Class Code	Pay Plan	Class Title
0967	HC - 22	COMMUNITY CLINICIAN

### PURPOSE OF CLASS:

In a state agency community based behavioral health program this class is accountable for providing clinical assessment and evaluation of treatment programs for an on-going primary caseload of clients for a behavioral health treatment team.

### GUIDELINES FOR CLASS USE:

Incumbents in this class will manage client progress towards the goals outlined in the treatment plan for that client which was developed as a result of the psychosocial assessment completed by a social worker.

### SUPERVISION RECEIVED:

Works under the general supervision of a Supervising Clinician, Clinical Manager or licensed independent practitioner of a higher grade.

### SUPERVISION EXERCISED:

May lead paraprofessional or professional staff of a lower level.

### EXAMPLES OF DUTIES:

Functions primarily to implement treatment plans for clients on caseload; provides case management services to clients; assists clients in linking with community support systems and agencies; monitors clients progress within mental health and community support systems; performs intake, evaluation and assessment of treatment programs under supervision of a licensed independent practitioner; participates in counseling sessions; provides education and training to clients in community living and activities of daily living skills; monitors clients medication compliance and coordinates meetings with team psychiatrists or nurses as necessary; provides appropriate interventions to clients in crisis including outreach, counseling and/or referral to other service providers; completes all required documentation related to client treatment in accordance with established procedures; may transport clients to and from appointments; may assist in development of treatment plans for new clients; may administer medication; may provide nursing consultation and/or input; performs related duties as required.

### MINIMUM QUALIFICATIONS REQUIRED

#### KNOWLEDGE, SKILL AND ABILITY:

Knowledge of behavioral health counseling techniques; knowledge of social work methodology, casework, group work and community mobilization; knowledge of family dynamics and dynamics of interpersonal relationships; knowledge of social, cultural, economic, medical, psychological and legal issues which influence attitudes and behaviors of clients and families; knowledge of community resources available to individuals and families; knowledge of approaches to treatment; knowledge of psychotropic and addiction medications; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to prepare clear and concise reports and case histories.

### EXPERIENCE AND TRAINING:

#### General Experience:

A Bachelor's degree in a health care field and two (2) years of experience working independently using clinical case management techniques in a Behavioral Health setting.

**Note:** Case management is defined as primary responsibility for the implementation, monitoring, evaluation and assessment of client progress towards meeting treatment objectives as outlined in an approved treatment plan.

#### Substitutions Allowed:

1. A Master's degree in counseling, psychology or other clinical discipline may be substituted for one (1) year of the General Experience.
2. A current Connecticut license as a registered professional nurse and two (2) years of experience working in a psychiatric setting may be substituted for the Bachelor's degree.

**SPECIAL REQUIREMENTS:**

1. Incumbents in this class must possess and retain licensure or certification in designated positions.
2. Incumbents in this class may be required to be a certified substance abuse counselor.
3. Incumbents in this class may be required to have knowledge of sign language and communication ability with the deaf and hearing impaired in designated positions.
4. Incumbents in this class may be required to have ability in Spanish oral and written communication in designated positions.
5. Incumbents in this class may be required to travel.

**WORKING CONDITIONS:**

Incumbents in this class may be exposed to some risk of injury from assaultive and/or abusive clients.

This replaces the existing specification for the same class in Salary Group HC 21 approved effective June 24, 1999. (Revised to implement evaluation)

0967A 7/31/02 pzd

CC	Item#	Occup. Group	Bargaining Unit	EEO	Eff. Date
0967	576	(33)-Social Services	(11)-HEALTH PROF (P-1)	(2)-Professional	Dec 5, 2001

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## Class Specification

Classified/Non-Competitive		
Class Code	Pay Plan	Class Title
5724	HN - 16	MENTAL HEALTH ASSISTANT 1

### PURPOSE OF CLASS:

In a Department of Mental Health and Addiction Services hospital, community mental health facility or program or a Department of Public Health substance abuse treatment facility this class is accountable for assisting in the assessment, planning and implementation of paraprofessional nursing, clinical and/or rehabilitative interventions designed to support clients short and/or long term needs.

### SUPERVISION RECEIVED:

Works under the general supervision of a mental health professional of higher grade.

### SUPERVISION EXERCISED:

May lead/supervise Mental Health Trainees or other employees as assigned.

### EXAMPLES OF DUTIES:

Participates in assigned nursing, clinical and/or rehabilitative interventions to meet client short and long term needs; advocates for services or resources that meet client needs and preferences; assists client in developing effective strategies for managing internal and external stress; routinely solicits personal goals and preferences; identifies and facilitates use of appropriate support networks; participates in education and training activities to further skill development; participates in admission and discharge planning activities; protects civil rights of client; maintains a safe and healthy environment; may manage client behaviors through verbal communication as needed; performs related duties as required.

Community or Outpatient Programs: Functions as a member of a case management team or program; participates in assessment, crisis intervention and monitoring of clients in community at large (i.e. emergency rooms, jails, homeless shelters, outpatient programs, etc.); assists client in learning and practicing daily living skills, medication monitoring and/or community adaptation skills; provides individual, group and/or family supportive treatment under appropriate supervision.

Inpatient Ward or Unit: Communicates and interacts with clients; participates in development of nursing care and treatment plans; encourages client to participate in therapeutic activities; observes and records client behavior and prepares pertinent reports; participates in on-going education and training programs; may participate in follow up of client in community based services; may supervise self-administration of oral medication.

### MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of acceptable standards of nursing care; knowledge of psychiatric rehabilitation and/or case management principles and procedures; knowledge of community support systems and resources; considerable interpersonal skills; considerable communication skills; considerable counseling skills; ability to understand and carry out oral and written instructions.

### EXPERIENCE AND TRAINING:

#### General Experience:

One (1) year's experience at the level of Mental Health Trainee.

#### Substitutions Allowed:

1. An Associate's degree in mental health technology may be substituted for the General Experience.
2. Two (2) years of college training in a behavioral science, social work, rehabilitation therapy or its equivalent may be substituted for the General Experience.
3. Completion of a mental health trainee certificate program may be substituted for six (6) months of the

General Experience.

**SPECIAL REQUIREMENTS:**

1. Incumbents in this class may be required to be bilingual or fluent in American Sign Language.
2. Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle Operator license.
3. Incumbents in this class may be required to travel.

**WORKING CONDITIONS:**

Incumbents in this class may be required to lift and restrain clients and may have significant exposure to communicable and/or infectious diseases, strongly disagreeable conditions and risk of injury.

This replaces the existing specification for the same class in the same Salary Group HH 16 approved effective June 23, 1995. (Revised to modify Purpose of Class, Examples of Duties)

5724A 2/9/99 pzd

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
5724	640	(25)-Patient and Inmate Care	(10)-HEALTH NONPROF(NP-6)	(5)-Para-Professional	Feb 5, 1999

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## Class Specification

Classified/Non-Competitive		
Class Code	Pay Plan	Class Title
1969	HC - 21	NURSE

### PURPOSE OF CLASS:

In a state agency this class is accountable for providing a full range of professional nursing care.

### SUPERVISION RECEIVED:

Works under the general supervision of an employee of a higher grade

### SUPERVISION EXERCISED:

May have supervisory or lead responsibilities over paraprofessionals and other non-nursing staff as assigned.

### EXAMPLES OF DUTIES:

Independently implements the nursing process with patients/clients including carrying out physicians orders regarding diet, medication and treatment; performs assessments; changes dressings; monitors and ensures quality care through observation and evaluation; reports on physiological and mental health status of patients/clients; documents nursing interventions on medical records; distributes and maintains records of controlled drugs and insures their security; maintains records and makes reports; makes decisions in routine cases; instructs patients/clients, staff and family members regarding treatments, nursing plans and related patient/client care issues directed towards an awareness and understanding of health/mental health issues; responds to emergencies; maintains availability of medications and supplies; ensures cleanliness of equipment and environment; may participate as a member of an interdisciplinary treatment team in the assessment, development, implementation and evaluation of patients/clients treatment or health/mental health care plans; may formulate and implement nursing care plans; may participate in outpatient clinics and assist in physical examinations; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may physically restrain patients/clients; may provide related medical or mental health specialty services; may serve as Qualified Mental Retardation Professional; performs related duties as required.

### MINIMUM QUALIFICATIONS REQUIRED

#### KNOWLEDGE, SKILL AND ABILITY:

Knowledge of and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socio-economic difference; knowledge of and ability to apply clinical therapeutic models of client/patient care with emphasis on interdisciplinary team approach; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized patient/client care applicable to work assignment; ability to listen and provide empathetic assistance to patients/clients and families in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with patients/clients, and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride trust and group identity to foster commitment and team work; ability to analyze and evaluate proper care and treatment.

### EXPERIENCE AND TRAINING:

#### General Experience:

Graduation from an accredited nursing program.

#### SPECIAL REQUIREMENTS:

1. Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut.

2. Incumbents in this class may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.
3. Incumbents in this class may be required to travel.

**WORKING CONDITIONS:**

Incumbents in this class may be required to lift and restrain patients/clients; may have exposure to communicable/infectious diseases and risk of injury from assaultive/abusive patients/clients; may be exposed to disagreeable conditions.

This replaces the existing specification for the classes of Nurse and Nurse (Correctional Facility) in Salary Group HC 21 effective October 28, 2005. (Revised to modify content)

1969A 1/25/06 cm

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
1969	981	(22)-Nursing	(11)-HEALTH PROF (P-1)	(2)-Professional	Jan 25, 2006

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