

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: July 23, 2019	TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
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DEPARTMENT: Behavioral Health
APPROVING PARTY: Lea Salas, Administrative Director
PHONE NUMBER: (530) 993-6746

AGENDA ITEM: Approval to hire a Behavioral Health Associate at a 60% Full Time Equivalent (FTE)

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other
Job description

BACKGROUND INFORMATION: Please see attached memo

FUNDING SOURCE: 0515670
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND: 5671
AMOUNT: \$ 48,232.00 Annually

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken</p>	<p><input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____</p>	<p>Resolution 2019- _____ Agreement 2019- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus</p>
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COMMENTS:

CLERK TO THE BOARD

DATE

Memorandum

To: Sierra County Board of Supervisors
From: Lea Salas, Administrative Director
Reference: Agenda Item
Date of memo: July 16, 2019
Date of Board Meeting: July 23, 2019

Requested Action: Approval to hire a Behavioral Health Associate at a 60% Full Time Equivalent (FTE)

Mandated by:

Funding

Budgeted? Yes No

Revenue	\$48,232.00	Mental Health Services Act
Expenses	\$48,232.00	Mental Health Services Act
Difference	0	

Background Information: As the county is looking to develop a legacy of its Behavioral Health Programs, the department has looked at innovative ways to develop and retain mental health professionals. The Board has already approved University of Nevada Reno to assist in providing applicants for an internship program. Although this has been placed before the finance committee for approval as a full time equivalent the department desires now to make it a 60% FTE. The department has recruited on indeed for Marriage and Family Therapists and Psychologists to no success. The department has reviewed applicants and would like to begin the hiring process.

Potential Issues to consider: None

Alternatives or Impacts of disapproval: Behavioral Health is extremely short staffed and is limiting our services and could cause us to not meet the network adequacy standards.

Sierra County Job Classification

Class Title: Behavioral Health Associate

Class Code: 32- Topography A Status:

Advanced Level

DEFINITION

Under the direction of the Behavioral Health Clinical Director, the Behavioral Health Associate will assist behavioral health clients in their ability to maintain and improve their level of functioning through supervised individual and group counseling services, crisis intervention and crisis intervention/outreach, transportation which facilitates client care, case management, and intake screening.

DISTINGUISHING CHARACTERISTICS

The Behavioral Health Associate participates as a member of an interdisciplinary behavioral health team and assists in providing necessary and prescribed services for children, adolescents and adults utilizing community based mental health and substance use services. The Behavioral Health Associate will function as a liaison between community members and professional staff.

All services provided by the Associate require completion of documentation consistent with industry standards via the department's electronic health record system. The Associate's clinical work is directed by licensed Behavioral Health professional staff expert in clinical supervision.

REPORTS TO:

Behavioral Health Clinical Director or Administrative Behavioral Health Director

CLASSIFICATIONS SUPERVISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

- Provides mental health counseling services.
- Provides clinical activities for individual, couples, families and/or groups in counseling sessions.
- Administers mental health assessment instruments.

Behavioral Health Associate

- Receives and responds to “warm line” telephone calls from mental health consumers.
- Provides targeted case management and collateral consultations to staff, the department and affiliated stakeholders seeking assistance with troubled persons or those impacted by serious mental illness and/or substance use disorders.
- Provides assistance to a caseload of clients; engages program participants in wellness and recovery activities.
- Provides case management and supportive services to adults with chronic mental illness or co-occurring disorders and/or emotionally disturbed children and youth.
- Prepare written reports and data collection reporting.
- Provide transportation services to clients receiving mental health care services.
- Possesses an ability to work collaboratively with interdisciplinary Behavioral Health team.
- Participates in supervision and training with an openness to learning and receiving feedback.
- Must be committed to work 24 hours per week until 2000 hours of internship experience has been achieved.
- Other duties as assigned.

TYPICAL PHYSICAL REQUIREMENT

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computers, telephones, calculators, copiers, FAX and other related peripheral equipment such as printers and scanners; operating a vehicle.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; travel by car to other departments and to training or meetings; continuous contact with the public, other staff, and outside agencies.

QUALIFICATIONS

The successful candidate would possess the following related education and experience:

- Possession of a Master’s Degree in Social Work, Psychology, Counseling or a related field and Registered by the California State Board of Behavioral Science Examiners either as a Marriage & Family Therapy Associate or an Associate Social Worker.

This class specification lists the major duties and requirements for this position and is not an all-inclusive list. Employees in this position may be expected to perform additional job duties related to those set out above and to the types of activities and functions of the employing department and may be required to have additional job

related knowledge and skills.

Ability to:

- Knowledge and basic skills in counseling practices and methods.
- Determine appropriate course of action in emergency situations
- Utilize proficient computer skills
- Demonstrate excellent written and verbal communication skills with ability to prepare clear, concise, and accurate records and reports.
- Collect and analyze data
- Establish and maintain cooperative working relationships with the public and staff
- Follow written and oral instructions
- Ability to receive and utilize constructive feedback regarding performance, presentation and relationship with others.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Experience working Behavioral Health related field is preferred.

Special Requirements:

- Must actively seek licensure and stay in supervision until licensed.
- Possession of a valid driver's license
- All Government employees are required to serve as emergency responders in the case of a declared public emergency.
- Successful background checks and drug testing is a condition of employment in this position.

I. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate box which indicates how often you perform the activity.

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed)

B=Seldom (On a quarterly to yearly basis)

C=Occasionally (On a monthly/bi-monthly basis)

D=Frequently (On a weekly basis)

E=Daily (From 0-1 hours per day)

F=Daily (From 1-4 hours per day)

G=Daily (From 4-8+ hours per day)

ACTIVITY			FREQUENCY							
			A	B	C	D	E	F	G	
1.	CLIMBING	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and/or hands and arms.		X						
2.	STOOPING	Bending body downward and forward by bending spine at waist.		X						
3.	KNEELING	Bending legs at knee to come to rest on a knee or knees.		X						
4.	CROUCH	Bending the body downward and forward by bending leg and spine.		X						
5.	CRAWLING	Moving about on hands and knees or hands and feet.	X							
6.	REACHING	Extending hand(s) and arm(s) in any direction.								X
7.	STANDING	Standing for long periods of time.						X		
8.	WALKING	Moving about on foot.							X	
9.	SITTING	Sits for extended periods of time.							X	
10	PUSHING	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.		X						
11	PULLING	Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.			X					
12	FINGER DEXTERITY	Picking, pinching, typing, or otherwise primarily working with fingers rather than the whole hand or arm.				X				
13	GRASPING	Applying pressure to an object with the fingers and palm.				X				
14	FEELING	Perceiving attributes of objects, such as size, shape, temperature, texture, by touching with skin	X							
15	TALKING	Expressing or exchanging ideas by means of the spoken word.								X
16	HEARING	Receive detailed information through oral communication.								X
17	BALANCING	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces (exceeds that needed for ordinary locomotion and maintenance of body equilibrium).		X						

II. ESSENTIAL FUNCTIONS (ADA)

VISUAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate box which indicates how often you perform the activity.

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed) E=Daily (From 0-1 hours per day)
 B=Seldom (On a quarterly to yearly basis) F=Daily (From 1-4 hours per day)
 C=Occasionally (On a monthly/bi-monthly basis) G=Daily (From 4-8+ hours per day)
 D=Frequently (On a weekly basis)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Work performed requires the ability to see distances under 12 inches.		X					
2.	Work performed requires the ability to see at an arm's length.							X
3.	Work performed requires the ability to see distances over 20 feet.							X
4.	Work performed requires the use of both eyes (field of vision).							X
5.	Work performed requires the ability to distinguish basic colors.						X	
6.	Work performed requires the ability to distinguish shades of color.				X			
7.	Work performed requires depth perception.							X

OTHER FUNCTIONAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate boxes which indicate how often you perform the activity.

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Operates truck, tractor motor vehicle, forklift or other moving equipment.	X						
2.	Repetitive use of foot control.							
	right only	X						
	left only	X						
	both							X
3.	Repetitive use of hands.							
	right only	X						
	left only	X						
	both							X

III. ESSENTIAL FUNCTIONS (ADA)

WORKING CONDITIONS:

Directions: Please review the definitions and check the appropriate box which indicates how often you work under the conditions.

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed) E=Daily (From 0-1 hours per day)
 B=Seldom (On a quarterly to yearly basis) F=Daily (From 1-4 hours per day)
 C=Occasionally (On a monthly/bi-monthly basis) G=Daily (From 4-8+ hours per day)
 D=Frequently (On a weekly basis)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Works outside in various types of weather.		X					
2.	Works inside.							X
3.	Works in extreme cold, below 32 degrees F, for more than 1 hour.	X						
4.	Works in extreme heat, above 100 degrees F, for more than 1 hour.	X						
5.	Worker is subject to vibration (oscillating movements of the extremities or whole body).	X						
6.	Works in excessive humidity.	X						
7.	Works in a dry atmosphere.						X	
8.	Works in environment with constant noise (to cause worker to shout to be heard).						X	
9.	Exposed to dust.		X					
10.	Exposed to silica.		X					
11.	Exposed to fumes, smoke, or gases (anesthetic gases, ethylene oxide, etc.)	X						
12.	Exposed to grease and oils (air and/or skin exposure).	X						
13.	Exposed to electrical energy.						X	
14.	Exposed to pesticides.	X						
15.	Exposed to solvents or other chemicals. (Specify types of chemicals--air and/or skin exposure)	X						
16.	Works on slippery or uneven surfaces.		X					
17.	Works around machinery with moving parts or stationary equipment.	X						
18.	Works around moving objects or vehicles.		X					
19.	Works on ladders or scaffolding.	X						
20.	Works below ground.	X						
21.	Works with hands in water.	X						
22.	Works in confined spaces.		X					

IV. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL EXERTION:

Directions: If exertion varies, check one or more boxes. Indicate weights, if applicable, and/or the hours per day the exertion is required.

ACTIVITY							WEIGHT/HOURS PER DAY	
		Up to 10 lbs.	11-25 lbs.	26-50 lbs.	51-75 lbs.	76-100 lbs.	Over 100 lbs.	# hours per day
1.	LIFTING		X					< 1 HR.
2.	CARRYING		X					< 1 HR.
3.	PUSHING		X					< 1 HR.
4.	PULLING		X					< 1 HR.
5.	REACHING		X					< 1 HR.
6.	OTHER (Specify)							

Reviewed by:

Personnel Director

Date:

Received and filed by:

County Clerk

Date: