



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>PSYCHIATRIC CASEWORKER II</b>	<b>33</b>	<b>B</b>	<b>10.185</b>
<b>PSYCHIATRIC CASEWORKER I</b>	<b>31</b>	<b>B</b>	<b>10.186</b>

**SERIES CONCEPT**

Psychiatric Caseworkers perform casework duties; monitor the progress of clients in treatment; assess and reassess the clients' level of functioning by interviewing clients, family members, and other community contacts; evaluate clients' needs and resources to determine the level of assistance needed; and refer clients to appropriate services according to the service/care coordination plan in order to meet clients' emotional, behavioral, social, financial, health, vocational, transportation, and basic living needs. Incumbents in this series often work in a team to provide service coordination, make referrals to other service providers and community resources, and discuss mental and emotional conditions, illnesses and disorders, family issues, and developmental delays.

Interview clients for psychosocial rehabilitation program placement; determine needs in terms of training and assign to appropriate groups/classes; prepare written evaluation of client and a service/care coordination plan for each service; enter progress notes; and advise clients of their service related rights and responsibilities.

Develop treatment plans and participate in the development of service/care coordination plans by attending multidisciplinary team meetings in which client goals are determined and appropriate strategies and plans are developed and modified as necessary; integrate and analyze information from all available sources and systems; coordinate and integrate services among members of multidisciplinary teams and client support systems; monitor treatment plans and evaluate effectiveness; document quality of care and ensure information is available to other members of the multidisciplinary team.

Provide on-going individual and family management and education regarding issues of daily living, coping skills and employment; provide information to clients' family members or other caretakers regarding clients' rights and actions necessary to obtain optimal benefits of active treatment; assist clients, family members, and care providers in understanding the nature and treatment of clients' illness or condition.

Develop and implement discharge plans; prepare required documentation; schedule appointments such as in the medication clinic; obtain information from clinical professionals concerning clients; make referrals to appropriate clinician; refer to community resources and make housing referrals.

Write client housing contracts according to established procedures; monitor supported housing arrangements; monitor delivery of services and quality of care to ensure compliance with the terms and conditions of the contract.

Monitor follow-up services specified in the treatment plan including attendance at medication clinics, day treatment programs, outpatient appointments, vocational/rehabilitation services and housing arrangements to reduce the incidence of readmission; arrange and provide transportation for clients to various appointments and community assistance services issuing bus tokens or using State vehicles as necessary; assist clients with court appearances.

Locate, coordinate, and develop resources to meet clients' needs; develop, implement, and monitor programs to assist clients in developing daily living skills such as preparing a budget, obtaining public transportation attending self-help groups, shopping for food and clothing, and developing reminders to take medication at prescribed times.

**SERIES CONCEPT (cont'd)**

Conduct classes and provide individual skill training for clients; compile or develop relevant materials and curriculum; evaluate client's baseline status and progress using objective assessment measurements.

Adhere to all regulatory standards for documentation, charts, and progress notes; document client contacts and progress in case records; write required reports at established intervals; complete billing forms and other documentation according to established policy and procedure.

Attend staff, committee, task force and other scheduled meetings to discuss and provide input concerning critical client issues and problems; attend and participate in in-service training, workshops, seminars, and continuing education programs to enhance knowledge, skills, and abilities related to job performance; may provide in-service training to other staff related to de-escalation, management of aggressive behaviors, wraparound case management delivery model, and other topics.

Provide crisis intervention to include appropriate behavioral and environmental controls for clients who may be hostile, combative, aggressive, or assaultive; follow established protocols and policy to protect clients, staff, family, and others potentially at risk due to client behavior or family dynamics; engage in client restraint if needed.

Supervise and evaluate the performance of lower level professional, technical, and paraprofessional staff, university students, and interns as assigned.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Psychiatric Caseworker II:** Under general supervision, incumbents perform the full range of service coordination duties described in the series concept. This is the journey level in the series.

**Psychiatric Caseworker I:** Under close supervision, incumbents receive training in performing some or all of the service coordination duties outlined in the series concept. This is the entry level in this series and provides for progression to the next level upon meeting minimum qualifications, satisfactory performance, and with the approval of the appointing authority.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Some positions require a valid driver's license at the time of appointment and as a condition of continuing employment.
- \* Some positions require work on evenings, weekends, and/or holidays.

**INFORMATIONAL NOTE:**

- \* In accordance with NAC 284.437, this series may be used to underfill Mental Health Professional positions when recruitment efforts for clinical positions in rural communities have been unsuccessful.

**PSYCHIATRIC CASEWORKER II**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in social work, psychology, or closely related human services field and two years of experience in a mental health or intellectual disabilities setting, one year of which must have included professional casework experience

MINIMUM QUALIFICATIONS (cont'd)

PSYCHIATRIC CASEWORKER II (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

providing psychosocial rehabilitation services for a caseload consisting predominantly of individuals with mental illness or developmental disabilities; **OR** one year as a Psychiatric Caseworker I in Nevada State Service; **OR** an equivalent combination of experience and education above the bachelor's degree level. (*See Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Working knowledge of:** crisis intervention techniques; documenting client progress; assessing client needs and resources available; case management practices and procedures; laws governing abuse and neglect of clients; treatment planning and implementation; educating clients and their families on issues of daily living, coping skills and employment. **General knowledge of:** psychotropic medications and common side effects; behavior modification techniques to include contingency management and cognitive behavior interventions.

**Ability to:** make appropriate referrals to community resources and health care providers; develop contracts for services and monitor services provided; establish and maintain cooperative working relationships with clients, staff, community resource providers, community agency staff and the public; monitor follow up services according to the service/care coordination plan; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Working knowledge of:** applicable agency, division, State and federal laws, policies, procedures and guidelines; psychosocial rehabilitation practices and techniques; supervisory principles and techniques. **General knowledge of:** court processes and systems; national standards of client care. **Ability to:** assess and utilize community resources in implementing client treatment plans; direct the work of subordinates; effectively use the agency's automated systems; complete required documentation per policies and procedures in written and electronic case records.

PSYCHIATRIC CASEWORKER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in social work, psychology, or closely related human services field and one year of experience assisting professionals in providing direct client care and implementing treatment and/or service/care coordination plans for individuals with mental illness or developmental disabilities; **OR** an equivalent combination of experience and education above the bachelor's degree level. (*See Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**General knowledge of:** issues of daily living as applied to individual and family centered environments; therapeutic interpersonal interactions both verbal and non-verbal; substance abuse problems, organic problems and other conditions which may appear similar to a mental illness or developmental disability; symptoms and characteristics of mental illnesses and developmental disabilities; common clinical intervention practices; human growth and development. **Ability to:** make mental and behavioral assessments and accurately record information; prepare service/care coordination plans and provide services for a case load of clients; evaluate and reassess the functioning level of the client; provide instruction and direction to clients and others in group or individual settings; write clear and concise reports related to client progress and status; read and follow oral and written instructions, policies and procedures; defuse aggressive and maladaptive behaviors of clients; research and compile instructional material appropriate to teach daily living skills to clients; complete billing forms and documentation related to services provided.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Psychiatric Caseworker II.)*

**PSYCHIATRIC CASEWORKER II**  
**PSYCHIATRIC CASEWORKER I**

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This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

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ESTABLISHED:	10/17/86	10/17/86
REVISED:	11/13/87-3	11/13/87-3
REVISED:	7/1/89P	7/1/89P
	8/19/88PC	8/19/88PC
REVISED:	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC
REVISED:	9/24/07UC	9/24/07UC
REVISED:	3/9/16UC	3/9/16RNC