

## **MENTAL HEALTH THERAPIST I**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional mental health position involving duties performed under the direct supervision of a Community Services Clinical Program Manager, Supervising Mental Health Therapist, Consulting Psychologist, and/or the Director of Outpatient Services. Such duties include the provision of clinical evaluations, individual, group and family therapies, maintaining confidential client charts, and collaborating with other professionals in order to establish and coordinate a treatment plan and services designed to reduce psychological, emotional, and social problems and improve social functioning. Additional duties include the provision of diagnostic psychological testing, educational and learning disabilities testing, and/or vocational and aptitude testing, scoring and interpreting psychological tests, report writing, and clinical or programmatic research. Work is done within prescribed routines with leeway permitted in determining the scope of work to be performed in helping patients with their specific circumstances. Employees in this position are expected to meet with professionals of other human service agencies to collaborate in the development of comprehensive treatment plans, and to obtain guidance and assistance for clients.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Participates in the intake screening of new, prospective patients, evaluating and diagnosing the patient and his or her problem(s);

Performs diagnostic psychological testing (or other types of testing as described above when appropriate) to further the development of a differential diagnosis for patients;

Prepares detailed analyses of test results, carries out necessary interviews to obtain complete

## **MENTAL HEALTH THERAPIST I**

### **Page 2**

information in each case, and prepares diagnostic reports for case records and for presentation to staff;

Participates as a team member in the clinic or program to which s/he is assigned;

Provides psychotherapeutic services to help remediate the patient's problems and/or social environment;

Maintains client charts according to policies and procedures;

Refers patients to other governmental or non-governmental agencies when appropriate;

Maintains patient confidentiality according to department policies and procedures;

Provides individual, group and/or family therapies to patients assigned him or her;

Provides discharge planning services for the patient when appropriate;

Maintains information on community and health resources which can be utilized during the patient's care and subsequent to his or her discharge;

Participates in the process of transferring patients to other levels of care as appropriate;

Performs research which has a clinical and/or community mental health needs focus;

May act as an expert witness in legal matters;

Compiles case statistics for utilization toward program assurance efforts.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS:** Thorough knowledge of the principles, practices, and procedures of psychotherapy;

thorough knowledge of clinical or counseling psychological processes; comprehensive knowledge of

psychological, educational, or vocational tests and measurements including those used with children,

adolescents and adults; knowledge of the social factors affecting disease and disability; a

## **MENTAL HEALTH THERAPIST I**

### **Page 3**

comprehensive knowledge of personality development, with emphasis on adult and childhood psychopathology, and of the factors which contribute to mental and emotional psychopathology, as well as social maladjustments and deficiencies; knowledge of educational and/or learning disabilities and methods of remedial instruction; some knowledge of social casework or case management; comprehensive knowledge of psychiatric nomenclature and terms; knowledge of community mental health, drug and alcohol, health, and other community resources; comprehensive knowledge of research design and methods, including knowledge of statistical techniques and data analysis methods; the ability to organize and complete work effectively and in a timely manner; the ability to communicate effectively with other professionals and community members, both verbally and in writing; the ability to establish a working rapport with patients and their families, as well as with other professional and nonprofessional community members; and the ability to utilize supervision to increase knowledge and advance his or her knowledge and abilities.

**MINIMUM QUALIFICATIONS:** Possession of a Master's Degree in Clinical Psychology, or Counseling Psychology from a graduate school of Psychology approved by the New York State Education Department.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**MENTAL HEALTH THERAPIST I**  
**Page 4**

---

Y:\CLASPLAN\Mental Health Therapist I.doc  
Last Reviewed: May 6, 1996  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Retyped into Microsoft Word on 6/8/04  
Revised and Replaced in Classplan: 2/21/2023  
Revised and Replaced in Classplan: 4/25/2025 (Edu)