

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Class Code: 002753  
Grade: 26  
FLSA: E**

**THERAPIST, SUPERVISORY**

**DEFINITION OF CLASS:**

The Therapist series directly provides psychosocial treatments and services, including psychotherapeutic counseling, requiring knowledge of, and skill in, a full range of concepts, theories, principles, methods, techniques and generally-accepted practices of professional psychosocial therapy.

**DISTINGUISHING CHARACTERISTICS:**

The Supervisory Therapist provides administrative and clinical supervision to a group of professional Therapists and other staff in the day-to-day management of unit/team program activities supervising assessments, referrals, case work, professional clinical counselling and therapy, and related services provided by professional Therapists to persons presenting with emotional, behavioral, substance abuse and related types of problems. A Supervisory Therapist manages unit/team resources, plans/assigns/reviews work, deploys personnel, monitors work operations, obtains effective results and performs a full array of supervisory personnel functions.

**MAJOR DUTIES:**

The Supervisory Therapist performs a full range of supervisory human resource (HR) management functions at the first level of supervision – initiates or recommends official personnel actions such as recruitment, selection and transfer; selects, or helps select staff; manages the training/development of staff; mentors and coaches; counsels or disciplines; approves/disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent County policies and procedures; establishes and communicates team/individual performance objectives and expectations, and observes/evaluates performance; and performs related functions. Incumbents provide clinical consultation, or direction, to professional staff regarding complex cases and coach staff on advanced techniques.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Assists staff in overcoming operational problems within the service delivery system.
- Develops and implements program activities and services including training and educational activities.
- Ensures consistent application of, and compliance with, Federal, State and County regulations, policies and procedures. Models, and ensures unit/team compliance with, professional standards of practice and professional ethics.
- Establishes, maintains and enhances relationships with other units/teams/departments/agencies within and outside County government, including community providers (for-profit and not-for-profit), to coordinate services to clients, resolve problems, improve operations, etc.
- Evaluates program service areas, analyzes program data, submits activity reports, provides budget input, and adheres to assigned budget, recommends ways and means for improving service delivery and cost effectiveness, and advocates for the unit/team and its program(s), service(s) and clients.
- Develops, interprets and monitors quality assurance/quality control; plans, recommends and executes

quality improvement initiatives.

- Serves on intra-interagency committees and task forces; develops and presents program-specific perspective related to mental health treatment and services.
- Provides direct psychotherapy and clinical counseling to clients to meet program needs, maintain one's own skills, etc. Uses advanced skills (as licensed by Maryland).
- Speaks before community, civic, and other public groups concerning available programs and services.
- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, recordkeeping, communicating (email), word processing, manipulating data, preparing presentations, reporting time and attendance, budgeting, requisitioning, researching (the Internet), and performing other functions.
- As assigned, operates a motor vehicle to get to/from meetings/events, client sites, etc.
- Performs related duties, as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all-inclusive list.)*

### **WORKING KNOWLEDGE OF:**

- Full professional proficiency in using, the concepts, theories, principles, methods, techniques and generally-accepted practices of professional therapy and counseling to assess, refer, counsel, manage cases of, and provide related professional services to, persons presenting with emotional, behavioral, substance abuse and related types of problems/disorders. This body of information includes socioeconomic/cultural factors and interpersonal dynamics as well as professional ethics and standards-of-practice, pharmacological resources, and professional resources such as the Diagnostic and Statistical Manual (DSM) of Mental Health Disorders. The specific professional knowledge-skill set required varies by professional area-of-practice, unit/program of assignment and other factors.
- Co-occurring medical/psychiatric issues and the effects of the pharmacological resources used in treatment at a level sufficient to make holistic therapeutic psychosocial assessments/interventions/referrals/etc.
- Regulations, policies, procedures and systems governing funding/delivery of the services provided and related recordkeeping, including privacy-confidentiality, to ensure adherence to Federal, State, County, departmental, programmatic, fiscal and other guidelines. This body of information includes knowledge of the organization and operations of juvenile justice, criminal justice, Federal/State correction-rehabilitation-parole-probation systems, child welfare/protective services and other matters related to the services provided and clientele served in sufficient detail to operate within the context of the program/unit of assignment.
- State, County and community resources, such as medical, mental health, legal and social services, to monitor referrals-placements made by staff and help ensure completeness of responses to needs.

### **SKILL IN:**

- Planning, assigning and reviewing work, (2) budgeting, using capital and managing resources to accomplish work, and (3) managing work and supervising employees at the first level of supervision, or ability to rapidly acquire this knowledge/skill set; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.
- Problem solving to select, organize, and logically process relevant information (verbal, numerical, or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems, identifying relevant information, and making balanced recommendations and decisions.

- Written communication to understand written information, draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand.
- Oral communication to understand verbal information, draw inferences, form hypotheses and develop logical arguments, and to express such information verbally so that others will understand, agree or comply, and, at times, be convinced or persuaded. This includes the ability to listen 'actively' and encourage effective oral communication by others, such as clients, concerning social, behavioral and emotional problems.
- Interpersonal skills to interact with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective professional working relationships and working as a member of an interdisciplinary professional team, and skill in human relations to develop and ensure effective, empathetic Therapist-client clinical relationships.
- Using, client intake, case management and reporting systems for supervisory purposes; this includes ability to determine adequacy and accuracy of data/transactions/reports.
- Skill in using a computer, modern office suite software (such as MS Office), enterprise systems/software, specialty systems/software for client referral, case tracking/reporting, etc.

#### **ABILITY TO:**

- Make effective presentations to a variety of audiences;
- Establish and maintain working relationships with other professionals and agencies;
- Plan and coordinate the work of an addictions program;
- Review and evaluate case records to assure compliance to standards and conformance to policy;
- Work with other staff, clients, families of clients and various community organizations;
- Review and evaluate policies and procedures and make recommendations to improve the quality of staff performance and client services;
- Use the support systems and community resources available to clients, their families and significant others;
- Identify and use the role of family, social networks, self-help groups and community systems in the treatment and recovery process;
- Make constructive therapeutic responses when the client's behavior is inconsistent with stated recovery goals;
- Plan, coordinate, supervise and evaluate the work of Therapists and support staff assigned to the program.

#### **SUPERVISORY CONTROLS:**

Work is performed under the general direction of a higher-level administrator. Most work flows to the unit/team consistent with its functional responsibilities. The Supervisory Therapist plans and manages the work program, staff and any contractors independently in consultation with the supervisor. Work is expected to meet management objectives, programmatic objectives and other requirements and standards. Work is evaluated in terms of effectiveness in meeting them, quality, quantity, timeliness, teamwork, customer service and other factors such as skill and ingenuity in overcoming problems and enhancing effectiveness and efficiency.

#### **GUIDELINES:**

Guidelines governing the work include supervisory principles and methods; County-State administrative processes; the concepts, theories, principles, methods, techniques and generally-accepted practices of

professional therapy and counselling, and such references as the Diagnostic and Statistical Manual of Mental Disorders; professional ethics and standards-of-practice of the profession; specific systems, rules, procedures, practices and programmatic elements, services and other specifics of the unit and program(s) of assignment including protocols and procedures of State of Maryland departments-agencies; contextual matters directly related to the services provided and the clientele served; and confidentiality-privacy requirements. A Supervisory Therapist exercises considerable latitude for independent judgment and action in clinical matters. Selects and applies, or adapts and adjusts, guides in non-clinical matters; major deviations from existing policies or procedures require pre-approval.

**COMPLEXITY:**

Complexity of the work is reflected in the varied, wide range of duties performed and the number and diversity of issues, factors, circumstances and alternatives that must be considered in most clinical decisions such as thorough analysis of client-specific psychosocial information and the selection and adept application of the right (or best) course of action among alternatives, and in some non-clinical decisions such as planning and overseeing unit/team operations.

**SCOPE AND EFFECT:**

A Supervisory Therapist ensures that unit/team operations and services are clinically effective and administratively efficient in meeting programmatic and management goals; the scope and effect include implementation of new or modified service delivery mechanisms, coordination of service delivery with other units/teams or services, program effectiveness assessments and recommendations made to higher echelons for integration of services.

**CONTACTS:**

Business contacts include mental health, social work and other human services professionals, support staff, nurses, doctors, law enforcement officers, teachers, not-for-profit and for-profit community resource providers, privately-retained or court-appointed attorneys, vendors-contractors and employees in Federal or State government (including court personnel) and other jurisdictions/public agencies in the area. Business contacts tend to be for the purposes of providing clinical or non-clinical supervision to subordinates, exchanging general business or administrative information (within the unit and with other units), and coordinating or providing professional advisement/consultation, referral or service in non-supervisory situations. This work may entail some interaction with clients, but it is incidental to the primary focus of the supervisory work performed

**PUBLIC SERVICE /ASSISTANCE:**

There are intensive interactions with clients concerning their wants, needs, concerns and problems; professional, therapeutic counseling is provided.

**WORK ENVIRONMENT:**

Work is primarily sedentary. Primarily, it is performed in a variety of office-type settings in mental health centers, health clinics, correctional facilities, the Crisis Center and other indoor venues. It involves occasional exposure to some risk of aggressive or unpredictable behavior by clientele. Work may involve evening-weekend-holiday duty or rotating shifts.

**HAZARDS:**

The work involves occasional exposure to some risk of aggressive or unpredictable behavior by clientele

**PHYSICAL DEMANDS:**

Work is primarily sedentary. Work may involve evening-weekend-holiday duty or rotating shifts. The work requires ordinary physical effort to sit, walk, stand, bend, and reach or carry light items.

**MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Graduation from an accredited college or university with a Master's Degree in clinical or counseling psychology, social work, marriage and family therapy, nursing, or a related behavioral science field.

**Experience:** Four (4) years of professional clinical counseling experience including at least one (1) year at the supervisory/lead level.

**Equivalency:** None.

**LICENSE REQUIREMENT:**

*One of the following licenses, issued by the State of Maryland, must be held prior to appointment of, and maintained by, the employee:*

- Licensed Clinical Professional Counselor (LCPC);
- Licensed Clinical Marriage and Family Therapy (LCMFT);
- Licensed Clinical Alcohol and Drug Counselor (LCADC);
- Licensed Certified Social Worker/Clinical (LCSW-C);
- Licensed Psychiatric Mental Health Nurse Practitioner; or
- Licensed Psychologist.

**Note:** There will be no substitutions for this requirement.

*Possession and maintenance of:*

- A valid Class C (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

**PROBATIONARY PERIOD:** (may vary according to assignment)

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

**NOTE:**

Individuals appointed or promoted to a position in this class in the Department of Correction and Rehabilitation will be required to serve a probationary period of twelve (12) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL PROTOCOL:** Limited Core Exam with a pre-placement Drug/Alcohol Screen.

**PROMOTION POTENTIAL:** This is the highest level of the Therapist series. May be competitively promoted into a vacant Management Leadership Services position provided that the employee meets the MLS qualifications.

**SUPERVISION EXERCISED:**

Employees in this classification supervise lower-level Therapists and support staff assigned.

**CLASS SPECIFICATION HISTORY:**

**Class Established:** September 1976

**Revised:** March 1981

January 1988

**Classification Study:** May 1996 (M)

June 2001

**Classification Study:** June 2003 (M)

July 2008

August 2013

**Classification Study:** January 2018 (M)

(Probationary Period) February 2020

**Formerly Titled:** “Therapist III”

**Note:** Medical Protocol Revised (7/08) to include Drug/Alcohol Screen. Employees in this class have a mandatory licensure requirement, as specified in the Code of Maryland, which contains regulations governing the practice of clinical counseling-psychotherapy-nursing-psychology, and by the Maryland Board of Professional Counselors and Therapists, the Maryland Board of Nursing, the Maryland Board of Social Worker Examiners or the Maryland Board of Examiners of Psychologists, as pertinent to the profession.