



DUTCHESS COUNTY CLASS SPECIFICATION

BEHAVIORAL HEALTH SPECIALIST

DATE ADOPTED: 2/1/2024

LAST REVISION: 10/21/2025

Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position in the Department of Mental Health which involves the delivery of services to individuals with complex behavioral health and addiction related treatment needs. Responsibilities include working with a lens of integrated behavioral health and addiction related, person centered, strengths based, and trauma informed care. Additional tasks may include psychosocial and diagnostic assessment; treatment planning; individual and group therapy; crisis intervention; maintenance of electronic health records; coordination of treatment with other agencies and professionals providing ancillary services; and participation in patient discharge planning. Case assignments and supervision are provided by a higher-level administrator. This position does not supervise other employees but may direct the work of aides, interns, temporary employees and other lower-level employees. The Department of Mental Health employees may be required to serve on any of the department's standing or ad hoc committees or on community collaboration committees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does preclude assignment of activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Maintains caseloads of individuals receiving behavioral health intervention;
2. Formulates treatment plan for individual clients and modifies treatment plan to reflect challenges or changes in treatment;
3. Responds to crisis situations making independent decisions and utilizing supervisory and team support as needed to address risk;
4. Maintains case records documenting all contacts and meetings required;
5. Provides psychoeducation to clients, collaterals and families related to addiction and/or behavioral health issues;
6. Coordinates treatment with other agencies, Department of Community and Family Services (DCFS), Probation Department, etc;
7. May provide court-ordered forensic evaluations and make treatment recommendations;
8. Responds to queries from insurance companies, DCFS and other agencies concerning pertinent patient information.



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**BEHAVIORAL HEALTH
SPECIALIST**

DATE ADOPTED: 2/1/2024

LAST REVISION: 10/21/2025

Page 2 of 2

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of integrated treatment - behavioral health, addiction and recovery treatment; thorough knowledge of the factors which contribute to these complexities; ability to work effectively with professional associates; ability to compile and organize client data; ability to organize work; ability to maintain records; ability to participate in community education activities including public speaking; ability to communicate effectively both orally and in writing; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Licensed by the New York State Department of Education as a Licensed Master Social Worker, or Licensed Mental Health Counselor, at the time of application.

SPECIAL REQUIREMENTS:

Possession of a valid driver license to operate a motor vehicle in New York State at time of application, and to maintain the position.

COUNTY USE ONLY:

BARGAINING UNIT: CSEA	JURISDICTIONAL CLASSIFICATION: Competitive
GRADE: 15	FLSA Code: OT Exempt
REVISION HISTORY: 7/10/2025/10/21/2025	