

COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR:

Mental Health Utilization Review Specialist

**Bilingual (English/Spanish) Candidates
Encouraged to Apply**

Supplemental Questionnaire Required

**Open and Promotional
Job # 19-SK7-01**

Salary: \$7,200 – 9,105 / Month

Closing Date: Friday, February 22, 2019



THE JOB: Under general supervision, review medical records of patients who are under treatment for emotional or mental illness to ensure proper utilization of treatment resources; review patient records for proper case documentation, and medical necessity of treatment in relation to federal, state and county regulations; assess continuing treatment plans; advocate for required patient treatment with medical providers; and perform other duties as required. **The current position will focus on Drug Medi-Cal services, within the Behavioral Health Division of the Health Services Agency.** This eligible list will be used for current and future vacancies in this classification.

THE REQUIREMENTS: Any combination of education and experience, which would provide the required knowledge and abilities, is qualifying, unless otherwise specified. A typical way to obtain these knowledge and abilities would be:

Possession of a Master's Degree with a major in Social Work, Psychology, Psychiatric Nursing, Marriage and Family and Child Counseling, Registered Nursing or a closely related science field which has included completion of a university approved internship **AND** the equivalent to one year of experience at the level of Senior Mental Health Client Specialist.

Special Requirements: License, Registration: Possession of a license as a Clinical Social Worker, Marriage and Family and Child Counselor, Clinical Psychologist, or Registered Nurse. **Background Investigation:** Fingerprinting is required.

Knowledge: Thorough knowledge of psychological and social aspects and characteristics of emotional disturbances and mental illness; principles and methods of counseling and the accepted techniques for assessing psycho-social behavior. Working knowledge of human behavior and development; appropriate and available community resources; problems, needs and attitudes of the emotionally ill and socially disturbed; pertinent laws and regulations regarding health and social service programs; federal, state and county regulations pertaining to utilization review; laws and regulations as they pertain to clients' legal rights; pharmacology of medications and psychotropic drug treatment; methods and procedures of admissions, discharges and patient care in acute care psychiatric facilities.

Ability to: Communicate effectively in oral and written format; maintain effective interpersonal relationships; understand and apply state, federal and local regulations and laws governing quality assurance and utilization review; work independently; analyze treatment plans, which include the diagnosis of client behavioral and emotional problems; use good judgment in order to make critical decisions about the medical necessity of treatment; and work in a high stress, chaotic environment.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

MH UTILIZATION REVIEW SPECIALIST- SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe, with examples, how you evaluate medical necessity for different levels of care. Include criteria for inpatient and outpatient services. What are the critical elements to assess?
2. Describe your experience training clinical staff, particularly in the areas of charting, documentation and the use of electronic health records.
3. Describe your experience with behavioral health program evaluation and include any experience assessing medical necessity, level of care, and appropriate documentation of alcohol and drug services/programs. Include your experience working with multi-agency stakeholders.

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 13 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing “pre-tax dollars.”

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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