

FORENSIC MENTAL HEALTH SPECIALIST I-
ADULT MENTAL HEALTH/TRAINEE

*Non-Competitive for designated HELPS Program positions.)

DISTINGUISHING FEATURES OF THE CLASS: This is entrance level professional forensic mental health work which involves responsibility for providing direct mental health services to persons under custody in the Holding Center or Correctional Facility. These include inmates awaiting trial and sentencing, those serving sentences, probation and parole violators. The work is carried out in accordance with established procedures, with leeway permitted for the exercise of independent judgment. The work involves helping to assess the need for psychiatric examination and determination, rendering direct treatment, which at times includes crisis intervention, and providing consultation and reports to referring agencies. The work is performed under the direct rank, and may exercise supervision over a small number of para-professional or clerical employees. The class differs from Mental Health Specialist II in that cases assigned are generally less complex, and in that supervision exercised by this class is limited to sub-professional staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides direct and continuing mental health treatment to persons with mental health conditions held in custody;
Assesses the need for psychiatric examination and treatment determinations;
Renders direct treatment, including crisis intervention, consultations, linkages to community-based services and reports to referring entities;
Conducts preliminary Court-ordered examinations to determine need for Formal Competency, sanity determinations by Psychiatrists, and prepares written reports on such preliminary examinations for review by supervisor;
Consults with attorneys, families, penal officers and the Courts to help determine appropriate alternatives for sentencing, treatment or other medical/legal dispositions;
Provides case consultation to legal-penal and mental health agencies on treatment planning for clients in custody.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of principles, practices and techniques of mental health treatment; good knowledge of community-based mental health agencies and supportive services; good knowledge of the legal-penal system, its agencies and services, and the requirements of each; good knowledge of criminally deviant behavior and related personal characteristics; good knowledge of family systems; good knowledge of adolescent behavior; skill in oral and written communications; ability to work effectively with persons with mental health conditions; ability to work effectively with law enforcement agencies, the Courts, lawyers and a diversity of community mental health agencies; possess maturity; good judgment and stability; capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS as FORENSIC MENTAL HEALTH SPECIALIST - ADULT MENTAL HEALTH (Job Grade 11**):

Possession of a Master's Degree*** in Social Work, Mental Health Counseling, Rehabilitation Counseling, Education, or closely related field and one year of experience providing services to persons with mental health conditions.

SPECIAL REQUIREMENTS:

Possession of a New York State Department of Education license to practice as a Social Worker, Mental Health Counselor or Certified Rehabilitation Counselor at time of permanent appointment and maintenance throughout duration of appointment.

MINIMUM QUALIFICATIONS as FORENSIC MENTAL HEALTH SPECIALIST I - ADULT MENTAL HEALTH /TRAINEE (Job Grade 10):

Possession of a Master's Degree*** in Social Work, Mental Health Counseling, Rehabilitation Counseling, Education, or closely related field at the time of appointment. After completion of the one (1) year training

term and completion of special requirements, a trainee candidate shall be entitled to advance to permanent status as a Forensic Mental Health Specialist I – Adult (Job Group 11) without further examination.

SPECIAL REQUIREMENTS:

Possession of a New York State Department of Education license to practice as a Social Worker, Mental Health Counselor or Certified Rehabilitation Counselor at time of permanent appointment and maintenance throughout duration of appointment.

NOTE 1: *Per resolution presented to State Civil Service Commission, action approved and filed with the Department of State on December 27, 2024, under the Hiring for Emergency Limited Placement (HELP) Program, this title is temporarily reassigned to NON-COMPETITIVE Classification, AND

*Per resolution presented to State Civil Service Commission, action approved and filed with the Department of State on October 24, 2025, under the Hiring for Emergency Limited Placement Statewide (HELPS) Program, this title (Trainee) is temporarily reassigned to NON-COMPETITIVE Classification.

NOTE 2: ***Your degree 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

NOTE 3: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.