



**STATE OF NORTH CAROLINA  
OFFICE OF STATE PERSONNEL  
1331 MAIL SERVICE CENTER  
116 WEST JONES STREET  
RALEIGH, NC 27699-1331**

MICHAEL F. EASLEY  
GOVERNOR

THOMAS H. WRIGHT  
STATE PERSONNEL DIRECTOR

August 31, 2004

***MEMORANDUM***

TO: Local Social Services Directors  
Local Public Health Directors  
Local Mental Health Directors

FROM: Donanna Bates  
HR Partner

SUBJECT: Habilitation Specialist II and III Work Experience

The Office of State Personnel has allowed a maximum of 50% credit for Habilitation II/III work experience as qualifying for social workers and/or Human Services Clinical Counselors. Effective immediately, full credit will be allowed for Habilitation Specialist II/III work experience towards qualifying for social workers and/or Human Services Clinical Counselors. The Habilitation Specialist series provides a range of services to the Developmentally Delayed population served by the local Mental Health agencies. These services include, case manager for clients, assessment of client needs, matching with community resources, serves as client advocate, strong role with families, establishment of goals for the client/family, crisis intervention, etc. These duties are typical of those found in the social worker and Human Services Clinical Counselor classifications. With the implementation of the Local Management Entity (LME) concept and the contracting of mental health services to outside providers, this will allow displaced mental health employees the opportunity to qualify for vacancies within their agency or other local government human services agencies. (No credit will be allowed for Habilitation Specialist I work experience). Please share this change with staff members in your agency that are responsible for determining qualifications.

If you have questions, please contact the HR Partner assigned to your agency. Thank you.

DB/

c: Local Government HR Partners  
Patrick McCoy, Local Government Program Team Leader

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