



MENTAL HEALTH/MENTAL RETARDATION ASSOCIATE 4 TRAINEE

FUNCTIONAL DEFINITION:

This is responsible and complex work of a training nature in the therapeutic care and rehabilitation of the mentally disabled. An employee in this class participates in training designed to develop the knowledge and skills necessary for responsible and complex work in a community, institutional or facility-based program for the mentally disabled. Work involves training assignments of increasing difficulty and complexity as knowledge and skills are acquired. Training and work assignments are performed under the close supervision of a higher level Mental Health/Mental Retardation worker or other supervisor. Work is reviewed through individual and group conferences and an evaluation of participation in classroom activities and training assignments.

EXAMPLES OF WORK PERFORMED:

- Participates in training designed to develop the knowledge and skills necessary for responsible and complex work in the therapeutic care and rehabilitation of the mentally disabled
- Assists a higher level Mental Health/Mental Retardation worker or other supervisor in the performance of a variety of difficult and complex duties such as providing casework and counseling services, administering and scoring intelligence and other pertinent tests, and planning and evaluating therapy sessions
- Participates in advanced or specialized training seminars; presents detailed reports on such assignments
- Learns the principles and practices of supervision
- Participates in maintaining a healthful and therapeutic environment
- Attends staff meetings and conferences as assigned
- Performs related work as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the basic principles of the social and behavioral sciences
- Knowledge of current social, economic and health problems
- Knowledge of individual and group behavior, and effective ways of working with people
- Some knowledge of common mental disabilities
- Ability to learn and apply the principles, practices and procedures involved in difficult and complex work in a cross-disciplinary program for the mentally disabled
- Ability to develop and maintain an understanding attitude toward the mentally disabled
- Ability to identify the needs of patients and/or clients and to gain their confidence and cooperation
- Ability to maintain necessary records and reports

QUALIFICATIONS REQUIRED:

One year of experience as a Mental Health/Mental Retardation Associate III; or a Bachelor's degree; or any equivalent combination of experience and training.