



## **MENTAL HEALTH/MENTAL RETARDATION ASSOCIATE 4**

### **FUNCTIONAL DEFINITION:**

This is responsible and complex work in the therapeutic care and rehabilitation of the mentally disabled. An employee in this class provides cross-disciplinary services of a responsible nature in a facility-based program for the mentally disabled. Work involves the utilization of varied methods and techniques in the counseling and therapeutic treatment of patients and/or clients. The employee assists with orientation and training of lower level Mental Health/Mental Retardation workers and may plan individual work-training assignments. Supervision may be exercised over lower level Mental Health/Mental Retardation workers and volunteer workers. Work is performed under the direct supervision of a higher level Mental Health/Mental Retardation worker or other supervisor, who outlines methods and objectives and reviews work for quality and achievement of program goals.

### **EXAMPLES OF WORK PERFORMED:**

- Provides a variety of responsible and complex cross-disciplinary services utilized in the therapeutic care and rehabilitation of the mentally disabled
- Provides casework and counseling services to patients and/or clients and members of their families
- Conducts and participates in planning and evaluating therapy sessions; assists in conducting advanced or specialized therapy sessions
- Administers, scores and interprets basic intelligence, achievement and aptitude tests
- Assists in the selection and application of psychological techniques designed to modify behavior
- Insures the adequacy of the emotional and physical care provided for patients and/or clients and participates as necessary
- Participates in the orientation and training of lower level Mental Health/Mental Retardation workers; plans individual work training assignments as required
- Makes comprehensive observations, records and reports of the treatment, behavior and progress of patients and/or clients
- Attends staff meetings; participates in conferences for the discussion of behavior, diagnosis treatment and progress of patients and/or clients
- Provides instruction and training to patients and/or clients, adapting materials to meet individual needs and abilities
- Insures the maintenance of a healthful and therapeutic environment for the mentally disabled
- Encourages patient and/or clients to cooperate with the treatment program, giving them reassurance and support as necessary
- Performs related work as required

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the basic principles, practices and procedures involved in a cross-disciplinary program for the mentally disabled
- Knowledge of common mental disabilities, their obvious symptoms and accepted treatment methods
- Knowledge of the overall operational policies and established procedures of the community, institutional or facility-based program
- Knowledge of the principles and practices of supervision
- Knowledge of individual and group behavior, with emphasis on the problems and attitudes of the mentally disabled
- Knowledge of current mental health problems and resources
- Ability to develop and maintain an understanding attitude toward the mentally disabled and to instill this attitude in lower level Mental Health/Mental Retardation workers and volunteer workers
- Ability to supervise and instruct lower level Mental Health/Mental Retardation workers
- Ability to plan and organize work and to adapt treatment techniques to the emotional, physical and behavioral needs of patients and/or clients



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- Ability to establish and maintain effective working relationships with patients and/or clients, other members of the treatment team, and public and private agencies
- Ability to communicate effectively, both orally and in writing
- Ability to maintain necessary records and prepare reports

### **QUALIFICATIONS REQUIRED:**

Successful completion of an in-service training program as a Mental Health/Mental Retardation Associate IV Trainee; or a Bachelor's degree in a related area or any equivalent combination of experience and training.