



MENTAL HEALTH/MENTAL RETARDATION SPECIALIST 6

FUNCTIONAL DEFINITION:

This is advanced work of a supervisory or minor administrative nature in the therapeutic care and rehabilitation of the mentally disabled. An employee in this class plans, organizes and directs the provision of cross-disciplinary services to patients and/or clients, or supervises a team of Mental Health/Mental Retardation workers in a community, institutional or facility-based program for the mentally disabled. The employee plans or participates in planning, developing, implementing and evaluating the therapeutic care and treatment program. Work involves the adaptation of varied methods and techniques in achieving program goals. Work includes participating in planning, coordinating and conducting orientation and training programs for lower level Mental Health/Mental Retardation workers and planning individual work training assignments. Minor administrative work may include responsibility for directing the operation of a small community based cross-disciplinary program such as a sheltered workshop, or assisting in the direction of a community program of moderate scope and complexity. Work is performed with a considerable degree of initiative and independent judgment in accordance with established regulations, policies and procedures. Direction is received from a higher level Mental Health/Mental Retardation Specialist or other supervisor who establishes general guidelines and evaluates operational effectiveness and achievement of program goals.

EXAMPLES OF WORK PERFORMED:

- Plans, organizes and directs the provision of cross-disciplinary services to patients and/or clients in a community, institutional or facility-based program for the mentally disabled
- Supervises a team of Mental Health/Mental Retardation workers
- Directs the operation of a small community based cross-disciplinary program such as a sheltered workshop, or assists in the direction of a community cross-disciplinary program of moderate scope and complexity
- Plans or participates in planning, developing and evaluating the therapeutic care and treatment program
- Participates in planning, coordinating and conducting orientation and training programs for lower level Mental Health/Mental Retardation workers
- Analyzes and interprets records and reports of the treatment, behavior and progress of patients and/or clients
- Plans and schedules the long-range and day-to-day operations of the assigned area of responsibility
- Interprets and implements departmental programs, policies and procedures governing the assigned area of responsibility
- Establishes internal policies and procedures not circumscribed by a higher authority
- Interprets program objectives to individuals, public or private agencies, and other community organizations to obtain mutual understanding, cooperation and support
- Acts as program representative in community contacts; coordinates operating programs with community needs and available resources
- Conducts and attends staff meeting; participates in conferences for the discussion of behavior, diagnosis, treatment and progress of patients and/or clients
- Performs related work as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the basic principles, practices and procedures involved in a cross-disciplinary program for the mentally disabled
- Thorough knowledge of current mental health problems and resources
- Considerable knowledge of the overall operational policies and established procedures of the community, institutional or facility-based program for the mentally disabled
- Considerable knowledge of common mental disabilities, their obvious symptoms and accepted treatment methods



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- Considerable knowledge of individual and group behavior with emphasis on the problems and attitudes of the mentally disabled
- Considerable knowledge of the principles and practices of supervision
- Knowledge of the principles and methods of administration, community organization and program interpretation
- Ability to plan, organize and direct the work of others
- 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, volunteer workers and other staff
- Ability to exercise judgment in interpreting and implanting programs, policies and procedures
- Ability to coordinate and direct the provision of all cross-disciplinary services within the assigned area of responsibility
- Ability to plan, develop, implement and evaluate programs
- Ability to establish and maintain effective working relationships with patients and/or clients, staff, public and private agencies and the general public
- Ability to evaluate program and staff effectiveness
- Ability to communicate effectively, both orally and in writing

QUALIFICATIONS REQUIRED:

Successful completion of an in-service training program as a Mental Health/Mental Retardation Specialist VI Trainee; or any equivalent combination of experience and training.