



## **MENTAL HEALTH/MENTAL RETARDATION SPECIALIST 5**

### **FUNCTIONAL DEFINITION:**

This is highly responsible and complex work in the therapeutic care and rehabilitation of the mentally disabled. An employee in this class assists a higher level Mental Health/Mental Retardation Specialist in planning, organizing and directing the provision of cross-disciplinary services to patients and/or clients, or assist in the supervision of a team of Mental Health/Mental Retardation workers in a facility-based program for the mentally disabled. Work involves the adaptation of varied methods and techniques in the therapeutic care and treatment of patients and/or clients. The employee may conduct the orientation and training of lower level Mental Health/Mental Retardation workers and plan individual work training assignments. Work is performed with a high degree of independence in accordance with established regulations, policies and procedures. General supervision is received from a higher level Mental Health/Mental Retardation Specialist or other supervisor who reviews work for quality and achievement of program goals.

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

- Assists a higher level Mental Health/Mental Retardation Specialist in planning, organizing and directing the provision of cross-disciplinary services to patients and/or clients in a community, institutional or facility-based program for the mentally disabled
- Assists a higher level Mental Health/Mental Retardation Specialist in the supervision of a team of Mental Health/Mental Retardation workers
- Provides advice and assistance in the more complex aspects of casework and counseling services such as community placement and follow-up
- Plans and evaluates therapy sessions
- Participates in the selection and application of psychological techniques designed to modify behavior
- Conducts the orientation and training of lower level Mental Health/Mental Retardation workers; plans and outlines classroom activities; plans individual work-training assignments
- Insures the adequacy of the emotional and physical care provided for patients and/or clients, and participates as necessary
- Reviews 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 guidance in preparing and adapting instruction and training materials designed to meet individual patient and/or client needs and abilities
- Insures the maintenance of a healthful and therapeutic environment for the mentally disabled
- Encourages patients and/or clients to cooperate with the treatment program in complex cases, giving them reassurance and support as necessary
- Performs related work as required

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

- Considerable knowledge of the basic principles, practices and procedures involved in a cross-disciplinary program for the mentally disabled
- Considerable knowledge of the overall operational policies and established procedures of the facility based program
- Considerable knowledge of common mental disabilities, their obvious symptoms, and accepted treatment methods
- Considerable knowledge of individual and group behavior, with emphasis on the problems and attitudes of the mentally disabled
- Considerable knowledge of current mental health problems and resources
- Knowledge of the principles and practices of supervision
- 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



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- Ability to identify the needs of patients and/or clients and to gain their confidence and cooperation
- 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
- 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:**

One year of experience as a Mental Health/Mental Retardation Associate IV; or any equivalent combination of experience and training.