



MENTAL HEALTH/MENTAL RETARDATION ASSOCIATE 1

FUNCTIONAL DEFINITION:

This is beginning level work in the therapeutic care and rehabilitation of the mentally disabled. An employee in this class participates in multi-disciplinary tasks of a routine and general nature in a facility-based program for the mentally disabled. Work involves guiding patients and clients in basic therapeutic, daily living, and health care activities. The employee receives detailed instructions governing each assignment; decisions are restricted to those of an emergency nature only, and problems are referred to the supervisor for solution. Work is performed under the close supervision of a higher level Mental Health/Mental Retardation Specialist observes and reviews work in progress and upon completion for quality and achievement of program goals.

EXAMPLES OF WORK PERFORMED:

- Participates in multi-disciplinary tasks of a routine nature in the therapeutic care and rehabilitation of the mentally disabled
- Participates in conducting planned therapeutic activity sessions
- Assists in maintaining a healthful and therapeutic environment for the mentally disabled
- Observes the behavior, attitude and physical condition of patients and/or clients; reports significant changes to a higher level Mental Health/Mental Retardation worker
- Assists a higher level Mental Health/Mental Retardation worker in the performance of basic healthcare tasks, such as taking temperature, pulse, respiration and blood pressure and other physical care activities, as required
- Encourages patients and/or clients to cooperate with the treatment program, giving them reassurance and support as needed
- Assists supervisors in securing specific information for use in planning individual treatment programs
- Attends staff meetings and conferences
- Maintains simple records and makes routine reports
- Performs related work as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Some knowledge of the basic principles, practices and procedures involved in a multi-disciplinary program for the mentally disabled
- Some knowledge of common mental disabilities and their obvious symptoms
- Some knowledge of standard operating procedures, precautions and appropriate techniques for assisting patients and/or clients in emergencies
- Ability to develop and maintain an understanding attitude toward the mentally disabled
- Ability to work effectively with patients and /or clients and to gain their confidence and cooperation
- Ability to follow simple oral and written instructions
- Ability to maintain simple records and to prepare routine reports

QUALIFICATIONS REQUIRED:

Successful completion of a training program as Mental Health/Mental Retardation Associate I Trainee, or any equivalent combination of experience and training.