



MENTAL HEALTH/MENTAL RETARDATION ASSOCIATE 2

FUNCTIONAL DEFINITION:

This is minor supervisory or moderately difficult work in the therapeutic care and rehabilitation of the mentally disabled. An employee in this class supervises lower level Mental Health/Mental Retardation Associates participating in routine multi-disciplinary tasks, or performs independent multi-disciplinary work of comparable responsibility in a facility-based program for the mentally disabled. Work involves guiding patients and/or clients in basic therapeutic, daily living, and healthcare activities. The employee may assist with the orientation and training of subordinate Mental Health/Mental Retardation Associates. Work is performed with some degree of independence in accordance with established policies and procedures, and is reviewed by a higher level Mental Health/Mental Retardation worker for quality and achievement of program goals.

EXAMPLES OF WORK PERFORMED:

- Supervises lower level Mental Health/Mental Retardation Associates participating in routine multi-disciplinary tasks in the therapeutic care and rehabilitation of the mentally disabled
- Performs independent multi-disciplinary work of comparable responsibility, such as assisting with the orientation and training of lower level Mental Health/Mental Retardation Associates or conducting remediation sessions with small patient and/or client groups
- Conducts planned therapeutic activities sessions
- Participates in maintaining a healthful and therapeutic environment for the mentally disabled
- Meets with families of patients and/or clients in the home or at the work location to secure background information and discuss problems
- Reports significant changes in the behavior, attitude or physical condition of patients and/or clients to a higher level Mental Health/Mental Retardation worker
- Participates 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
- Participates in relaying daily written or oral instructions to personnel on succeeding shifts
- Attends staff meetings and conferences
- Maintains necessary records and prepares reports
- Performs related work as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the basic principles, practices and procedures involved in a multi-disciplinary program for the mentally disabled
- Knowledge of standard operating procedures, precautions and appropriate techniques for assisting patients and/or clients in emergencies
- Some knowledge of common mental disabilities and their obvious symptoms
- Some 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
- Ability to identify the needs of patients and/or clients and to gain their confidence and cooperation
- Ability to provide leadership to subordinates and to cooperate with other members of the treatment team
- Ability to understand and carry out oral and written instructions
- Ability to maintain necessary records and prepare reports



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QUALIFICATIONS REQUIRED:

One year of experience as a Mental Health/Mental Retardation Associate I and successful completion of an in-service training program as a Mental Health/Mental Retardation Associate I Trainee; or any equivalent combination of experience and training.