



MENTAL HEALTH/MENTAL RETARDATION ASSOCIATE 3

FUNCTIONAL DEFINITION:

This is supervisory or difficult work in the therapeutic care and rehabilitation of the mentally disabled. An employee in this class supervises lower level Mental Health/Mental Retardation workers, or performs difficult and varied multi-disciplinary work of comparable responsibility in a facility-based program for the mentally disabled. Work involves guiding patients and/or clients in therapeutic, daily living and healthcare activities; however, where work is repetitive, there is added responsibility for finality of action. The employee assists with the orientation and training of subordinate Mental Health/Mental Retardation worker and may participate in planning individual work training assignments. Work is performed with a considerable degree of independence in accordance with established regulations, policies and procedures and is reviewed by a higher level worker or other supervisor for quality and achievement of program goals.

EXAMPLES OF WORK PERFORMED:

- Supervises lower level Mental Health/Mental Retardation workers participating in multi-disciplinary tasks in the therapeutic care and rehabilitation of the mentally disabled
- Performs difficult and varied multi-disciplinary work such as participating in planning individual work training assignments or assisting in the application of various advanced treatment methods
- Relays daily written or oral instructions to personnel on succeeding shifts
- Conducts and assists in planning therapeutic activities sessions; plans sessions in the absence of the supervisor
- Maintains a healthful and therapeutic environment for the mentally disabled
- Conducts remotivation sessions with patient and/or client groups; provides basic counseling services
- Meets with families of patients and/or clients in the home or at the work location to secure background information and discuss problems
- Assists with the orientation and training of lower level Mental Health/Mental Retardation workers
- Ascertains that significant changes in the behavior, attitude or physical condition of patients and/or clients are being properly observed and reported; attends and participates in conferences for the discussion of diagnosis, behavior, treatment and progress of patients and/or clients
- Supervises the performance of basic healthcare tasks, such as taking temperature, pulse, respiration and blood pressure and other physical care activities and participates as required
- Encourages patients and/or clients to cooperate with the treatment program, giving them reassurance and support as needed
- Attends staff meetings and conferences
- Performs related work as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles, practices and procedures involved in a multi-disciplinary program for the mentally disabled
- Considerable knowledge of standard operating procedures, precautions and appropriate techniques for assisting patients and/or clients in emergencies
- Knowledge of common mental disabilities and their obvious symptoms
- Knowledge of the principles and practices of supervision
- Some knowledge of individual and group behavior and effective ways of working with the mentally disabled
- 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 supervise and instruct lower level Mental Health/Mental Retardation workers and to cooperate with other members of



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the treatment team
Ability to adapt treatment techniques to the emotional and behavioral needs of patients and/or clients

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- 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 III Trainee; or an Associate Degree in a related area or any equivalent combination of experience and training.