

LINN COUNTY CLASSIFICATION

TITLE: MENTAL HEALTH JOB COACH 2

NUMBER: 769

PAY RANGE: 12

CATEGORY: OPEU

2002

APPROVAL ORDER

NUMBER: 2002-076

DATE: March 26,

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs a variety of advanced mental health and rehabilitation services; performs basic assessments on selected clients by collecting and compiling appropriate information. Assists in the development of client services including suggested appropriate individual treatment plan components. Provides advanced case management and supportive counseling and vocational goal oriented training. Works directly with local employers to place, train and support client in a variety of work settings. Provides liaison and educational training to other agencies, operates and teaches pre-vocational and vocational skills to clients who experience mental disorders.

SUPERVISION RECEIVED: Works under the supervision of Supervising Mental Health Specialist. Operates under the clinical supervision of a Mental Health Specialist. More detailed instruction and training is provided during the initial stages of employment. As the employee becomes more skilled and proficient in the delivery of duties he/she will function with greater independence. Work is reviewed for effectiveness and adherence to prescribed standards.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this class, but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform basic assessments and day-to-day observations on selected clients compiling assessment data and recording the information on the client's chart.
2. Assist in the development of individual treatment plans.
3. Collaborate with Supervisor and/or assigned Mental Health Specialist .
4. Provide skills training, support and coaching to clients who experience mental disorders to be successful in a variety of employment locations, training settings and work shifts.
5. Attend interagency case conferences representing Mental Health Services.
6. Provide information to prospective clients and the general public about services available through Mental Health.
7. Provide advanced case management to selected clients.

8. Interact and maintain quality relationships with local business and agency partners associated with the rehabilitation program.
9. Develop and maintain work placement sites for selected clients.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintains regular and predictable work attendance.

OTHER FUNCTIONS:

12. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable understanding of Supported Employment techniques and job development and retention strategies. Knowledge of basic English composition and reasonable level of computer, Internet and office equipment operation sufficient to instruct clients in their basic operation and use. Ability to interact with business and industry managers, supervisors and co-workers and to facilitate the integration and successful employment of clients in community jobs.

Knowledge of the principles and practices of counseling. Knowledge of the principles and practices of community mental health services. Knowledge of crisis intervention techniques. Reasonable knowledge of psychological assessment procedures and standard test forms appropriate to mental health. Knowledge of the functions and procedures of other vocational, health, social service and educational agencies. Some knowledge of the laws and Administrative Rules governing the services provide by mental health.

Ability to provide basic assessments and to assist in the development of a comprehensive mental health assessment by presenting the information to other staff. Ability to provide supportive counseling services to clients and to refer clients to the appropriate Mental Health Specialist when they need more in-depth counseling. Ability to write clear and concise reports and client summaries. Ability to assist in the development of client treatment plans, and to work collaboratively with Mental Health Specialists.

Ability to use word processing as required by the position.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a four-year college or university with primary course work in psychology, social work, counseling or closely related behavioral sciences field; or four years of progressive experience in a mental health service program involving general client needs; or any satisfactory equivalent combination of work experience serving persons with serious and persistent mental

illness or people with physical disabilities in a vocational rehabilitation setting. Education and training which demonstrates the ability to perform the work described will be considered.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work will be performed in a variety of settings including office, community and on-site at client work locations. Work hours will vary depending on need and may include some evening and weekend hours. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Work requirements include the ability to see, talk and hear; sit and stand; walk, bend, stoop, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.