

LINN COUNTY CLASSIFICATION

TITLE: MENTAL HEALTH ASSOCIATE
NUMBER: 770
PAY RANGE: 12
CATEGORY: OPEU

APPROVAL ORDER
NUMBER: 2001-017
DATE: May 22, 2001

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform a variety of more advanced paraprofessional mental health services; perform basic assessments on selected clients by collecting and compiling appropriate information. Assist in the development of client services including suggestions for appropriate individual habilitation or treatment plan components. Provide case management and supportive counseling services to selected clients.

SUPERVISION RECEIVED: Works under the general supervision of the Program Manager or an employee in a higher classification. Work is reviewed for effectiveness and adherence to prescribed standards. As expertise is demonstrated, greater independence of action is encouraged.

SUPERVISION EXERCISED: Supervision of other employees is not a regular responsibility of positions in this classification, 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 on selected clients and record them on the clients' charts.
2. Assist in the development of individual habilitation plans.
3. Attend interagency habilitation staffing representing the Mental Health Department.
4. Provide information to prospective clients and the general public about the services available through the program area to which assigned.
5. Provide case management services to selected clients.
6. Develop and maintain effective, harmonious and reasonable work relationships with others.
7. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

8. 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: 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 the program area to which assigned. Knowledge of the functions and procedures of other health, social service and educational agencies. Some knowledge of the laws and Administrative Rules governing the services provided by the Department of Mental Health Services.

Ability to conduct assessment interviews and assist in the assessment by presenting the information to other staff. Ability to write clear and concise reports and client summaries. Ability to understand and interpret pertinent laws, Administrative Rules and regulations. Ability to quickly develop and maintain effective working relationships with department staff, the general public and sub-contract service providers.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a four-year college or university with major coursework in psychology, social work, counseling or closely related behavior science field; or four years of progressive experience in a mental health service program involving general client needs; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

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 is generally performed indoors in multiple offices or clinic settings. Work may also involve travel to various community agencies, client homes and schools throughout the County. 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. Requirements include the ability to see, talk and hear, sit, stand and walk, bend and stoop, use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.