### NATURE OF WORK

This is specialized human service work in a mental health setting utilizing group process and individual therapeutic methods to assist clients in resolving a variety of mental health problems.

Work involves assisting in assessing patient treatment needs, assisting in providing individual patient and group programming activities, assessing client progress, and assisting in developing and coordinating treatment plans. Work also includes maintaining client records including intake and discharge summaries, treatment plans and progress notes. Supervision is received from a higher level professional staff member with work being reviewed through conferences and effectiveness of treatment provided.

#### EXAMPLES OF WORK PERFORMED

Perform intake interviews and assist in assessing patients' mental status and treatment needs.

Assist in developing and coordinating treatment plans.

Assist in providing group and individual therapeutic activities.

Maintain patient records including intake and discharge plans, treatment plans and progress notes.

Participate in patient deescalation, both verbal and physical.

Monitor daily living activities of patients.

## DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the sociological, behavioral and cultural factors influencing the behavior and attitudes of clients.

Some knowledge of human service agencies in the community as well as services provided by those agencies.

Ability to establish and maintain effective working relationships with clients, co-workers and the general public.

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Ability to maintain routine records of services provided and client progress.

Ability to communicate effectively both orally and in writing.

Ability to maintain physical control of a client.

### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school supplemented by specialized training in human services, mental health services, social work, psychology or related field with some experience interacting with patients experiencing psychosocial problems.

## MINIMUM QUALIFICATIONS

Graduation from a senior high school with some experience/education in the delivery of mental health services that include interacting with patients experiencing psychosocial problems, or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by:		
	Department Head	Personnel Director
Revised 6/200	ı	

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