

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV78512</b>
<b>Job Class Code:</b>	<b>770</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>03</b>	<b>Grade:</b>	<b>13</b>
<b>Workers Comp Code:</b>	<b>8833</b>		

<b>Job Code Established:</b>	<b>02/09/99</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Psychology, Mental Health, and Related Series

**JOB CLASS TITLE:** MENTAL HEALTH PROGRAM SPECIALIST I

**HRIS TITLE:** MENTAL HLTH PRG SPCT I

**CHARACTERISTICS OF THE CLASS:** Under the supervision of the Mental Health Program Supervisor, performs assigned duties within established program policies and procedures. Acquires knowledge and skills needed for advancement to journey level. Has the authority to recognize potential emergency situations; provide input into the development of treatment plans. Performs entry-level job tasks in the care and treatment of psychiatric patients at the Arizona State Hospital (ASH) or civilly committed sex offenders at the Arizona Community Protection and Treatment Center (ACPTC) at ASH. Work product consists of Patient Motivation; treatment plans followed; continuity of care; accurate charting and record keeping. Responsible for assisting in behavior and psychiatric treatment care, creating a safe environment for patients; motivating patients to develop self-reliance in daily living; role modeling personal hygiene and acceptable social behavior.

**EXAMPLES OF DUTIES:** Communicates and interacts with patients on an individual and group basis. Encourages residents to participate in therapeutic activities such as group discussions, group therapy sessions and other social activities within the unit. Observes and directs patients in group escorts and transports residents to designated areas and activities within the institution and outside in the community. Participates in staff meetings and in-service training. Charts progress notes. Encourages and supervises patients in group or individual recreation, social, and related activities. Assists in the patient's in-take process. Charts progress notes. Receives requests from residents to make personal telephone calls and have home visits from family and friends. Transport/escorts staff by orienting new residents to program expectations and philosophy. Participates in staff meetings and in-service training. Receives and communicates information at change of shift. Assists in facilitating therapeutic group sessions and activities. May provide personal care to patients such as bathing, personal hygiene and feeding. Performs related work as required.

**WORK CONDITIONS:** Work is performed either at the Arizona State Hospital or the Community Protection and Treatment Center, in an area that involves possible exposure to hazardous situations. Incumbents are expected to lift and/or carry patients.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** human behavior indicative of mental health dysfunction; medical and psychiatric terminology related to psychiatric patients; theories of teaching daily living skills; body mechanics to be used in the physical restraint of patients or residents; common mental health disorders and treatment; group dynamics and group processes, social and cultural factors; first aid techniques.

**Skill/Ability to:** establishing and maintaining effective working relationships with mental health staff and patients; following verbal and written instructions, applying basic therapeutic techniques

in a psychiatric or mental health setting; charting behavioral observing patients; following and applying policies and procedures to daily work situations; initiating patient participation in learning daily living skills or in participating in other daily activities; leading patient group activities; responding in a non-judgmental manner to sex offenders.

**EXPERIENCE AND EDUCATION:** Typical ways to obtain the KSAs would be:

- One year of experience in the care or treatment of the mentally ill, developmentally disabled or physically ill and/or incapacitated patients., A Bachelor's degree from an accredited college or university in psychology, social work, counseling with an emphasis on clinical work or rehabilitation may substitute for the required experience.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

**SPECIAL SELECTION FACTORS:** Attaining permanent status within this class is contingent upon successful completion of the Arizona State Hospital training course.

A current Arizona driver's license appropriate to the assignment is required at the time of appointment.

A medical/physical evaluation is required prior to employment.