

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV78516</b>
<b>Job Class Code:</b>	<b>770</b>	<b>Salary Schedule:</b>	<b>ASRMENTAL</b>
<b>EEO Category:</b>	<b>03</b>	<b>Grade:</b>	<b>01</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 COED SERIES:** Psychology, Mental Health, and Related Series

**JOB CODE TITLE:** MENTAL HEALTH PROGRAM SPECIALIST POOL

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

**This class to be used for pool Mental Health Program Specialist only and not to be used for permanent positions.**

**CHARACTERISTICS OF THE CLASS:** Under supervision of a registered nurse, performs assigned junior duties within established program policies and procedures, exercising limited independent judgment. Acquires knowledge and skills needed for advancement to the journey level. Has the authority to provide care and treatment to patients/residents by assisting patients according to individual treatment plans and unit policy. Work is performed either at the Arizona State Hospital (ASH) or the Arizona Community Protection and Treatment Center (ACPTC), in an area that involves possible exposure to hazardous situations. Incumbents are expected to lift and/or carry patients. Work product consists of patient motivation, modification; treatment plans followed; continuity of care; accurate charting and record keeping. Responsible for creating a safe and therapeutic environment for clients; co-leading; therapeutic treatment, education, and recreational activities; interacting on a one-to-one basis with patients in problem solving.

**EXAMPLES OF DUTIES:** Maintains a safe and therapeutic work environment; may conduct searches of patients and/or units for contraband; accounts for objects in the unit which may present a danger to patients and others in the unit, follows policy regarding safety procedures. Discusses the concerns expressed by patients/residents listens, offers suggestions, and helps with perception, self-realization or orientation, in accordance with program goals and objectives. Conducts patient in-take process. Assesses patient needs and prepares progress reports and/or charts findings. Motivates patient needs and prepares progress reports and/or charts findings. Participates in establishing and maintaining a safe, orderly and therapeutic environment. Monitors and assesses patients' behavior and reports potential problems. May restrain aggressive and/or violent patients by using leather and metal restraints, placing patient in seclusion, and monitoring behavior. Reads and studies instructional or informational material in order to increase and expand knowledge base. Attends patient staff meetings; participates in discussions and problem-solving process. Transports/escorts patients to designated areas and/or activities within the institution and/or outside in the community. Performs related work as required.

**WORK CONDITIONS:** Emotional stress; long periods of intense concentration; episodes or occasions of personal conflict. Some positions work with mentally ill inmates in a maximum security correctional institution.

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

**Knowledge of:** mental health principles and techniques involved in treatment; the methods, procedures and techniques used in developing individual treatment plans for psychiatric patients; therapeutic/interaction practices; body mechanics to be used in restraints; basic behavior

modification techniques; the theories of teaching daily living skills; the visible side effects of prescribed medications.

**Skill/Ability to:** apply patient behavior modification and remotivation techniques; recognizing patient disorientation, aggressiveness and combative behavior; applying knowledge of body mechanics and interaction with the mentally ill while patient is out of control; leading recreational activities and daily living skills; role modeling for staff and patients; the use of physical. Leathers. And metal restraints; responding in a non-judgmental manner to sex offenders.

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

- One year of experience as a Mental Health Program Specialist I or
- Two years of experience in the care and 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 in clinical work or rehabilitation may substitute for one year of the required experience; or
- a Master's degree in psychology, social work counseling with an emphases clinical work 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 (ASH) 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 appointment.