

CLASSIFICATION: MENTAL HEALTH WORKER IV

Class Code: 6228-15

Date Established: 03-13-15

Occupational Code: 3-2-3

Date of Last Revision:

BASIC PURPOSE: To provide functional supervision and mentoring in the care and counseling of patients/clients and their families, and to serve as liaison between the hospital or Designated Receiving Facility and the patient/client, inter-disciplinary departments/teams, and community resources, providing services and recommendations in treatment planning at the team level.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Acts as group leader for patients/clients with severely difficult treatment problems to solve and with varying learning disabilities.
- Conducts general psycho-social studies; identifies patient/clients problem areas and provides assistance in locating appropriate hospital services; and provides counseling on a reality basis with patients/clients regarding work adjustment, living situations, and related problems.
- Under supervision, participates in and supervises specialized treatment activities such as behavior modification, recreation therapy, activity therapy, and re-motivation programs.
- Serves as a liaison between patients/clients, their families, and needed hospital or community services regarding problems or issues with hospitalization and/or community placement.
- Leads and organizes activities relating to the physical maintenance of patient/clients living areas and other primary care needs.
- Receives supplemental training from discipline advisors such as nurses, doctors, social workers, and psychiatrists in order to assist in achieving treatment objectives at the unit level or at Designated Receiving Facility.
- Coordinates consistency of treatment plan on a 24-hour basis.
- Coordinates activities of lower level workers providing for all routine patient/client care needs during shifts, as assigned.
- Trains, guides, coordinates, and monitors work of lower level Mental Health Workers in discharging full range of primary care responsibilities in the house/unit; supervises and participates in specialized treatment activities, such as behavior modification and recreation activities groups.
- Measures and records vital signs and reports results to nurse or Component Director/Resident Services Director as assigned. May collect samples for routine laboratory examinations.
- Supervises lower level Mental Health Workers, to include conducting performance evaluations, and provides oversight in dispensing medication per HEM 12:01, as required.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling, and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

Physical Demands: Requires medium to heavy work, including continuous physical exertion such as frequent bending, lifting, or climbing.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or technical institute with major study in psychology, behavioral science, the health professions or other approved area of study. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: For New Hampshire Hospital: Three years of experience in the care of mentally ill or emotionally disturbed persons in a psychiatric facility; OR three years of experience as a Mental Health Worker; OR three years of work experience in a position or combination of positions that would evidence possession of the requisite skills necessary for satisfactory performance at this level; including one year of experience in a supervisory capacity.

For Division of Developmental Services- Designated Receiving Facility: Three years of experience in the care of mentally ill or developmentally disabled individuals; OR three years of experience as a Mental Health Worker; OR three years of work experience in a position or combination of positions that would evidence possession of the requisite skills necessary for satisfactory performance at this level; including one year of experience in a supervisory capacity.

License/Certification: Must be certified as a Mental Health Worker. Valid driver's license if required by job function and noted on the supplemental job description.

SPECIAL REQUIREMENTS: An employee may be required to work additional hours beyond their normal work shift, engaged in work that is characteristic of their classification, in order to meet patient/client care needs/safe staffing levels, established by the Nursing Department of New Hampshire Hospital or by Designated Receiving Facility.

For Division of Developmental Services - Designated Receiving Facility only:

- 1) Must successfully complete Medication Authorization, CPR, Defensive Driving, SOLVE, and Security Systems, as required by rules and regulations.
- 2) Must meet educational requirements, certifications, competencies, and employment criteria as specified under He-M 1001, He-M 1201, He-M 506, and He-M 426 as applicable to job responsibilities. Employee certification is reviewed and renewed annually.

RECOMMENDED WORK TRAITS: Knowledge of the physical and emotional problems of psychiatric and/or developmental disabled patients/resident. Knowledge about mental health settings, programs, and staff. Knowledge of effective therapeutic methods and techniques. Knowledge of community resources pertaining to recovery, mental health, and recovery models. Ability to formulate and document rehabilitation, mental health, and recovery assessment plans for patients. Ability to maintain a rehabilitative attitude in relationships with patients/residents. Ability to identify and complete tasks and groups of tasks to be accomplished at the ward/house/hospital or unit level. Ability to recognize, identify and respond appropriately to the physical and emotional needs of patients/residents. Ability to participate as an integral part of a patient/resident/client care treatment and rehabilitative process. Ability to discharge primary care responsibilities including basic nursing needs under general supervision. Ability to cooperate and relate to patients/residents, lower level workers, supervisors and superiors within the team. Ability to read and write. Ability to apply theory-based treatment to practical treatment methods. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.