COMMUNITY MENTAL HEALTH AIDE

DISTINGUISHING FEATURES OF THE CLASS: Performs a variety of duties and caseload activities relating to the implementation of mental health services. This work involves the performance of clinically relevant duties and liaison work with patients under the supervision of credentialed staff. The work is performed in accordance with policies and procedures established by the agency as well as standards determined by Mental Hygiene Law. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Conducts screening interviews and provides background to the psychiatric consultant when cases are presented at staff conference for possible admission;
2. May conduct interviews for individuals in crisis to determine appropriate level of care, including possible hospitalization;
3. Develops treatment plan for client caseload and will assume the maintenance of client records with appropriate reviews and updating of Treatment Plans;
4. Provides psycho-educational group services to clients whose treatment plan reflects the need for such services;
5. Provides advocacy for clients who need other community services;
6. Links chronically ill clients to providers of needed psychiatric, rehabilitative and supportive services in the community as prescribed in individual Treatment Plans;
7. May supervise other subordinate staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of basic interviewing techniques; working knowledge of the techniques of report writing; ability to readily acquire an understanding of policies, laws and regulations relating to Mental Hygiene Programs; ability to follow complex oral and written directions; ability to work effectively with public and private agencies and with the general public; ability to present oral and written comments and opinions clearly and concisely; ability to relate to the disabled; initiative and resourcefulness; tact and courtesy; integrity; good mental condition; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and two (2) years experience working in a mental health, alcohol or drug abuse setting; or

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and four (4) years experience working in a mental health, alcohol or drug abuse setting;

SPECIAL REQUIREMENTS: Possession at the time of appointment, of a New York State Operator's License issued by the Department of Motor Vehicles - 6/13/77.