



MENTAL HEALTH/MENTAL RETARDATION SPECIALIST 7

FUNCTIONAL DEFINITION:

This is administrative work in the therapeutic care and treatment of the mentally disabled. An employee in this class plans, organizes and directs the total operation of a community cross-disciplinary program of moderate scope and complexity or assists in the direction of a large and highly complex community cross-disciplinary program for the mentally disabled. The employee plans, develops, implements and evaluates the therapeutic care and treatment program. Work involves the adaptation of varied methods and techniques in achieving program goals. Work includes planning, coordinating and evaluating orientation and training programs for lower level Mental Health/Mental Retardation workers. The employee interprets departmental programs, policies and procedures governing the assigned area of responsibility and implements them through subordinate staff. Work may include coordinating and integrating the provisions of services of several teams of Mental Health/Mental Retardation workers in a large and highly complex community cross-disciplinary program for the mentally disabled. Work is performed with a high degree of initiative and independent judgment under the general direction of a higher level Mental Health/Mental Retardation Specialist or other supervisor who establishes general guidelines and evaluates operational effectiveness and achievement of program goals.

EXAMPLES OF WORK PERFORMED:

- Plans, organizes and directs the total operation of a cross-disciplinary program of moderate scope and complexity such as a large community program for the mentally disabled
- Assists in the direction of a large and highly complex community cross-disciplinary program for the mentally disabled
- Plans, develops, implements and evaluates the therapeutic care and treatment program
- Plans, coordinates and evaluates orientation and training programs for lower level Mental Health/Mental Retardation workers
- Coordinates and integrates the provision of services of several teams of Mental Health/Mental Retardation workers
- Interprets departmental programs, policies and procedures governing the assigned area of responsibility; implements them through subordinate staff
- Plans and schedules the long range and day-to-day operations of the assigned area of responsibility
- Establishes internal policies and procedures not circumscribed by a higher authority
- Analyzes and interprets records and reports of the treatment, behavior and progress of patients and/or clients
- Interprets program objectives to individuals, public or private agencies, and other community organizations to obtain mutual understanding, cooperation and support
- Acts as program representative in community contacts; coordinates operating programs with community needs and available resources
- Conducts and attends staff meetings
- Performs related work as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles, practices and procedures involved in a cross-disciplinary program for the mentally disabled
- Thorough knowledge of current mental health problems and the resources available to meet them
- Considerable knowledge of the principles and methods of program interpretation and implementation
- Considerable knowledge of the principles and methods of administration, supervision, and community organization and their application to community and facility-based programs for the mentally disabled
- Considerable knowledge of mental disabilities, their behavior, with emphasis on the problems and attitudes of the mentally disabled
- Ability to plan, organize and direct the work of others



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- Ability to develop and maintain an understanding attitude toward the mentally disabled and to instill this attitude in subordinate staff
- Ability to exercise judgment in interpreting and implementing programs, policies and procedures
- Ability to organize, integrate, coordinate and direct the provision of all cross-disciplinary services with the assigned area of responsibility
- Ability to plan, develop, implement and evaluate therapeutic care and treatment programs
- Ability to establish and maintain effective working relationships with patients and/or clients, staff, public and private agencies and the general public
- Ability to evaluate program and staff effectiveness
- Ability to communicate effectively, both orally and in writing

QUALIFICATIONS REQUIRED:

One year of experience as a Mental Health/Mental Retardation Specialist VI; or any equivalent combination of experience and training.