

DEPARTMENT: Personnel

BY: Richard J. Benson

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RECOMMENDED ACTION AND JUSTIFICATION:

Approve the Mental Health Aide/Client Recovery job description, set the salary at Grade 128 (\$1835.57-\$2231.16/month) which is 10% below the Mental Health Assistant I classification, allocate two (2) 50% permanent part-time positions, and assign the classification to the SEIU bargaining unit. The intent for the creation of this classification is to fill each permanent part-time position with a client in recovery, recovering individuals who will assist other clients in their journey toward recovery. This coincides with the implementation of the recovery model in the Mental Health Systems of Care Program. This classification will be considered a flex class with the Mental Health Assistant I classification. After one year, an incumbent in the 50% permanent part-time Mental Health Aide position may naturally progress to a 50% permanent part-time Mental Health Assistant I position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Last year, the Board of Supervisors accepted funding from the Mental Health Services Act program and authorized the increase of the staffing pattern to implement a Children and Family System of Care and Adult System of Care. This action approved the allocation of a client recovery position and directed that Personnel develop a specialized classification.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board has previously approved the creation of such a classification, however, the Board may wish to have staff amend the job description as the Board desires.

Financial Impact? () Yes <input checked="" type="checkbox"/> No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively _____
Additional Funding Needed: \$ _____		
Source:		Job Description
Internal Transfer _____		_____
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency _____ 4/5's vote		_____
() General () Other		_____

CLERK'S USE ONLY:


Res. No.: 07-375 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____
 Approved
 Minute Order Attached () No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments: _____

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
 Attest: MARGIE WILLIAMS, Clerk of the Board
 County of Mariposa, State of California
 By: _____
 Deputy

CAO: 

MENTAL HEALTH AIDE/CLIENT RECOVERY

DEFINITION

Under the supervision of mental health professionals, provides a variety of non-technical case management support services in the Behavioral Health Division of the Human Services Department; assists professional staff in the delivery of mental health and community services to acutely and severely ill clients; and performs related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from a Social Worker Supervisor I or II.

EXAMPLES OF ESSENTIAL FUNCTIONS

Assists with providing support and case management services to a caseload of acutely and/or severely ill clients.

Assist clients/consumers to better understand medication consistency, answer questions about side effects, work with the psychiatrist and supervisors to assist to control any side effects and monitor the medication.

Assist clients to understand the new recovery system of care and support systems in place to assist them towards their recovery.

Transports or accompanies adult clients to mental health appointments, upon discharge from the hospital, trips to pay bills, shop for groceries and related activities.

Conducts in-home visits to ensure adequate and nutritious food supply, encourage and teach housekeeping skills and good personal hygiene.

Determines that clients are properly medicated, are not drinking and are not using recreational drugs.

Assists clients in obtaining and completing the proper paperwork when applying for public assistance.

Teaches basic cooking skills with emphasis on healthy diet.

Conducts field trips with clients to reduce boredom and stress and improve social skills.

Assists in planning, coordinating and implementing holiday social activities.

Prepares and files client progress notes.

Assists in the referral of clients to appropriate community resources; assists clients in securing medical, legal or other assistance.

Determines when client(s) need more services and advise supervisors.

Identifies problem situations and reports to supervisors.

Maintains statistics and files; writes reports and correspondence.

Attends weekly team meetings to discuss client progress.

Performs general office work as required, including preparing reports and correspondence, attending meetings, copy and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

EMPLOYMENT STANDARDS

Knowledge of:

Departmental policies and procedures as they effect client contact and interaction.

Departmental and community resources useful to clients served.

Basic behavioral/physical signs and symptoms of clients requiring professional or medical assistance.

The needs, problems, attitudes and behavior of clients served by the Behavioral Health Division of the Human Services Department.

Proper methods of transporting mentally ill adults; California Motor vehicle code; safe driving practices; geographic area serviced.

Household management and personal care methods and standards including laundering, meal planning and preparation, money management and personal health and hygiene.

Modern office practices and technology, including the use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

Ability to:

Work within the ethics of the department so that clients are treated professionally and kindly.

Work with recovering clients in a sensitive, respectful and supportive manner.

Work with supervisors towards applying departmental, rules, regulations, policies and procedures, and standards.

Learn about a variety of medications in relation to recovery.

Establish and maintain effective working relationships with clients, community representatives and co-workers.

Perform housekeeping, household management and personal care tasks and assist with training recovering clients in these areas.

Maintain clear, current and accurate records and files.

Work with other professionals in a friendly, supportive and caring manner so that there is a team approach towards recovery for the individual and the community.

Follow oral and written instructions.

Transport difficult and unhealthy clients.

Motivate, encourage and educate clients to improve standard of home and family management.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, and skin irritants. Potential exposure to infectious diseases.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk, and/or in a group with clients, for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move lightweights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Two years of paid experience or life experience training which has provided an understanding and acceptance of the problems, needs, attitudes and behavior of clients serviced by a mental health agency.

Education:

High school diploma or G.E.D equivalent. Coursework in psychology, sociology, counseling or a related field is desirable.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

After one year of experience in this classification, an incumbent may naturally progress to the Mental Health Assistant I classification.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.