



MARIPOSA COUNTY

Human Resources/Risk Management • (209) 742-1375



RESOLUTION - ACTION REQUESTED 2016-109

MEETING: March 8, 2016

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Amendment to Mental Health Assistant III Job Description

RECOMMENDATION AND JUSTIFICATION:

Approve amendments to the Mental Health Assistant III job description by removing certain medical assistant tasks and adding that the position will be performing community education and outreach if the assignment warrants it; further amend the job description to add or remove related functions.

Currently, the Mental Health Assistant III classification performs client services tasks. The Human Services Department Director has an interest in having this classification perform community education outreach as well, if assigned these particular tasks. Staff in the Mental Health Assistant III class assigned to perform community education and outreach will also assist with special projects and provide support with the Mental Health Services Act plan updates and reports. The job description has been amended to include these particular functions.

At present, this classification requires that a qualified candidate have a certification as a Certified Medical Assistant (CMA) because of specific tasks that are currently contained in the job description and that a CMA can perform, such as administer injections and medication. Those particular tasks as well as other medical functions that a CMA would perform will be performed by staff in other classifications such as the Psychiatric Nurse or Psychiatric Mental Health Nurse Practitioner, therefore, those tasks have been removed from the job description. An incumbent in the Mental Health Assistant III class who is assigned client services tasks, such as monitoring acute psychiatric admissions and participating in discharge planning and which will continue to be functions of this class, does not need to be a certified medical assistant to perform those tasks.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

From time to time, the Board approves amended job descriptions when necessary.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not amend the job description as requested. The Human Services Department will not be able to have community education and outreach performed by this classification.

FINANCIAL IMPACT:

Not applicable.

ATTACHMENTS:

Mental Health Assistant III (PDF)

CAO RECOMMENDATION

Requested Action Recommended


Mary Hodson, CAO 3/2/2016

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Rosemarie Smallcombe, District I Supervisor

SECONDER: Merlin Jones, District II Supervisor

AYES: Smallcombe, Jones, Long, Cann, Carrier

MENTAL HEALTH ASSISTANT III

DEFINITION

To provide crisis intervention and case management services to mental health, substance abuse and dual diagnosis clients; to coordinate tele-psychiatry services with contract medical professionals; to assign, review and coordinate the work of subordinate Mental Health Assistants; to perform education and outreach to the community and partners regarding mental health and substance abuse issues; to assist in program research and development; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Social Worker Supervisor I or Social Worker Supervisor II.

Exercises lead direction over lower level Mental Health Assistants as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS

Depending upon assignment, duties may include, but are not limited to, the following:

Provides intensive case management services for targeted mentally ill clients.

Inter-faces with coordinators of various facilities to implement treatment plans for clients.

Coordinates and monitors clients placed in an IMD (institution) and Board and Care Homes.

Makes in-home visits to assist clients in developing independent living skills, monitoring medication and to link to and from mental health appointments.

Meets with clients at risk for hospital admission to assist them with coping skills and provide supportive counseling.

Facilitates socialization groups and individual sessions for seriously mentally ill events focusing on teaching independent living skills such as hygiene and grooming, budget and money management, nutritional cooking and shopping skills.

Coordinates Landrum-Petris-Short (LPS) conservatorship evaluation appointments.

Coordinates Tele-psychiatry services.

Monitors 5150 acute psychiatric admissions and participates in discharge planning.

Co-assesses placement needs for identified mental health clients.

Coordinates appointments for clients to be evaluated and assessed for conservatorship; assists clients with completing applications for social services.

Provides community education, outreach, community liaison, and program development support.

Coordinates special projects, task forces, and committees pertaining to behavioral health.

Assists with the coordination of Mental Health Services Act plans, reports, updates, and stakeholder processes.

Maintains program statistics and files; writes reports and correspondence.

Assists in the preparation and review of materials for use in assigned programs.

Attends training and conferences relevant to position to ensure understanding of current knowledge and practices; attends weekly team meetings to discuss client progress.

Performs administrative and 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.

Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, procedures, techniques, and trends of counseling, treatment, and casework services.

Various treatment and recovery approaches, including individual, group and family counseling.

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

Departmental and community resources useful to clients served.

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

Community resources available for the treatment of clients.

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

Community education prevention strategies.

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

English usage, spelling, grammar and punctuation.

Ability to:

Apply departmental, rules, regulations, policies and procedures, and standards.

Assign, review and coordinate the work of others.

Perform skilled counseling on an individual/group basis.

Develop and coordinate special projects or programs.

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

Develop and maintain the confidence and cooperation of clients and their families.

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

Speak effectively before groups.

Maintain the confidentiality of client information.

Maintain clear and accurate records and files.

TYPICAL WORKING CONDITIONS

Work is normally performed in environments which include in-home services, board and care facilities, institutions, and normal office environments. Interaction with clients requires adaptability when confronted with emergency, critical, unusual, or potentially dangerous situations. Potential exposure to infectious diseases.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit in a car or at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing various duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office 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:

Three years of increasingly responsible paid experience in providing casework management services to severely mentally ill clients. Experience involving the development and coordination of community/social service education programs is desirable.

Education:

Two years of college with coursework in psychology, sociology, counseling or a related field.

Substitution:

Additional qualifying experience can substitute for the required education on a year for year basis.

Additional Requirements:

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

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.