

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATIONS

MENTAL HEALTH ADMINISTRATOR TRAINEE

POSITION CODE: 26817
Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under direction, for a period of four but not to exceed nine months, receives training in the proper methods used in supervising a multidisciplinary team engaged in observation, treatment, development and the rehabilitation of persons with mental illness or intellectual disabilities; receives training in modern techniques used in formulating and implementing treatment and development plans.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives training in proper methods used in planning, directing and evaluating the activities of a multidisciplinary team composed of Mental Health Specialists and/or other professional and nonprofessionals engaged in the observation, treatment, development and rehabilitation of persons with mental illness or intellectual disabilities.
2. Receives a minimum of 120 hours of formal classroom training and a minimum of 400 hours of on-the-job training in techniques used in formulating and implementing therapeutic treatment and development plans to meet recipient needs.
3. Participates in treatment programs as an observer and conductor of individual evaluation and therapy sessions.
4. Participates in team meetings to discuss team related problems and activities.
5. Observes and participates in meetings with community groups to encourage and facilitate development of various preventive, control or aftercare programs.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

MENTAL HEALTH ADMINISTRATOR TRAINEE (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of a master's degree in administration, education or the behavioral sciences.

Knowledge, Skills and Abilities

Requires ability to participate in and successfully complete a comprehensive training program.

Requires elementary knowledge of the causes, nature and treatment of mental illness and intellectual disabilities, therapeutic techniques, conceptual framework and techniques and the concepts and principles of behavioral sciences employed in the provisions of therapeutic patient services.

Requires elementary knowledge of the administrative and supervisory principles and practices.

Requires elementary knowledge of the methods, principles and practices of other professional disciplines.

Requires ability to develop skills necessary to plan, supervise or participate in the activities of a multidisciplinary team engaged in the planning, formulation and implementation of therapeutic and rehabilitative patient treatment programs.