

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATIONS

MENTAL HEALTH SPECIALIST TRAINEE

POSITION CODE: 26928  
Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period of no less than six months and not to exceed twelve months, receives instructions in either the application of various therapeutic methods and techniques to the analysis of recipient needs and the implementation of appropriate treatment and development programs, or receives practical training to develop supervisory skills necessary for the supervision of all nonprofessional activities in the personal care, treatment and development of service recipients on several units during all shifts concerned with the rehabilitation of persons with mental illness or intellectual disabilities; attends formal classes to obtain supervisory skills and receives training in the area of the causes, nature and treatment of mental illness intellectual disabilities; participates as a member of a treatment team.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives a minimum of 120 hours in formal classroom training and a minimum of 400 hours in on-the-job training in the assessment of recipient needs and the development of appropriate treatment program; participates with other team members in the implementation of established therapy and development programs; assists in the development of effective aftercare services for recipients.
2. Receives practical and formal training experiences necessary to obtain supervisory skills to be responsible for the physical care, safety and comfort of a large number of service recipients; receives supervisory training to include staff development, performance evaluation, grievances and disciplinary action, contract provisions, work procedures and the preparation of reports and records pertaining to recipient care and unit activities.
3. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## MENTAL HEALTH SPECIALIST TRAINEE (Continued)

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to a Bachelor's degree in one of the behavioral sciences.

#### Knowledge, Skills and Abilities

Requires elementary knowledge of therapeutic methods, principles and practices.

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

Requires ability to provide the sincere interest necessary to work effectively with persons with mental illness or intellectual disabilities.

Requires ability to acquire and apply the skills necessary for accurate assessment and analysis of patient needs and proper allocation of therapeutic methods and techniques.

Requires ability to develop skills relative to the planning, development and implementation of social milieu and therapeutic treatment programs.

Requires ability to acquire and apply supervisory skills in assuring that all required personal care needs of patients are met.

Requires ability to acquire and apply supervisory skills to a large number of Mental Health Technicians and other required support personnel.