

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

MENTAL HEALTH TECHNICIAN VI

POSITION CODE: 27016
Effective: 5/1/10

DISTINGUISHING FEATURES OF WORK:

Under general supervision, responsible for supervising and coordinating nonprofessional individual care activities on a unit or other living area for individuals with mental illness or developmental disabilities during all shifts or on several units during a single shift; supervises and coordinates the work of Mental Health Technicians through intermediate supervisors.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises and coordinates nonprofessional care activities during all shifts on a unit for the care, treatment, and development of individuals with mental illness or developmental disabilities.
2. Supervises the performance of all required personal care services for individuals such as bathing, feeding, and dressing; assists Mental Health Technicians in training and teaching individuals in the development of daily living habits.
3. Schedules and assigns employees to shifts; discusses work problems with shift supervisors and assists them with matters pertaining to employee relations.
4. Supervises and directs nonprofessional individual care activities during a single shift on a group of units or other living areas; assists supervisors in charge of units in resolving work problems.
5. Makes rounds of assigned area; inspects area and assists in assuring that area is maintained in a clean, sanitary and safe condition; helps supervisors with problems that have developed; requisitions required materials and supplies.
6. Assists in planning and supervising planned recreational and social programs; coordinates programs with those responsible for developing programs of therapy treatment and habilitation; participates in the development of programs of care, treatment and habilitation; may serve as a member of an individual care team.

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7. Assists in the training of Mental Health Technicians; evaluates performance and makes recommendations pertaining to promotions, disciplinary actions, terminations and other employee relations matters.
8. Receives for purposes of career growth and opportunity training in and carries out for a period not to exceed three months' duties and responsibilities of an advanced class level within the Mental Health Generalist series.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of high school.

Requires successful completion of an approved training program and two years paraprofessional experience, or one year of supervisory experience, in or applicable to the care, treatment and development of individuals with mental illness or developmental disabilities.

Knowledges, Skills and Abilities

Requires extensive knowledge of the causes, nature and treatment of mental illness and developmental disabilities and the proper methods and techniques employed in personal and nursing care, and habilitation of individuals with mental illness or developmental disabilities

Requires extensive knowledge of Human Services rules and established recipient treatment and/or habilitation programs and supportive services.

Requires extensive knowledge of policies and procedures governing the operations and services of a single unit on all shifts or for several individual units on an assigned shift.

Requires ability to plan, assign, supervise, coordinate, evaluate, through intermediate supervisors, the activities of a subordinate staff engaged in the provision of personal and nursing care services, supportive services, treatment, development and habilitation of individuals.

Requires ability to supervise and participate in formal and on-the-job training of individual care personnel.

Requires ability to assist in the planning and supervision of planned programs of individual treatment, development, and habilitation.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.