

LINN COUNTY CLASSIFICATION

TITLE: MENTAL HEALTH JOB COACH 1

NUMBER: 775

PAY RANGE: 10

CATEGORY: OPEU

2002

APPROVAL ORDER

NUMBER: 2002-075

DATE: March 26,

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs a variety of mental health and rehabilitation services; performs functional assessment on selected clients by collecting and compiling appropriate information. Assists in the development of client services including suggested appropriate individual treatment plan components. Provides rehabilitation related case management and supportive counseling and vocational goal oriented training. Works directly with local employers to place, train and support client in a variety of work settings. Provides liaison and educational training to other agencies, operates and teaches vocational skills to clients who experience mental disorders.

SUPERVISION RECEIVED: Works under the supervision of Supervising Mental Health Specialist. Day to day coordination may be delegated to a Mental Health Specialist who will assign cases, outline policies and procedures and advise on difficult problems. More detailed instruction and training is provided during the initial stages of employment. As the employee becomes more skilled and proficient in the delivery of duties he/she will function with greater independence. Work is reviewed for effectiveness and adherence to prescribed standards.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this class, but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform day to day observations and compile assessment data on selected clients and record them on client's chart.
2. Assist in the development of individual treatment plans.
3. Collaborate with assigned case manager and/or primary therapist.
4. Provide skills training, support and coaching to clients who experience mental disorders to be successful in a variety of employment locations, training settings and work shifts.
5. Attend interagency case conferences representing Mental Health Services.
6. Provide information to prospective clients and the general public about services available through Mental Health.
7. Provide rehabilitation case management to selected clients.

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8. Interact and maintain quality relationships with local business partners associated with the rehabilitation program.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintains regular and predictable work attendance.

OTHER FUNCTIONS:

11. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable understanding of Supported Employment techniques and job development and retention strategies. Knowledge of basic English composition and reasonable level of computer, Internet and office equipment operation sufficient to instruct clients in their basic operation and use. Ability to interact with business and industry managers, supervisors and co-workers and to facilitate the integration and successful employment of clients in community jobs.

Ability to provide basic supportive counseling services to clients and to refer clients to the appropriate Mental Health Specialist when they need more in-depth counseling. Ability to assist in the development of client treatment plans, to work collaboratively with case managers. Ability to write clear and concise reports and client evaluations.

Ability to use word processing as required by the position.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a four-year college or university with primary course work in a behavioral sciences field or graduation from a senior high school and a combination of at least one year's work experience and two years education, training or work experience serving persons with serious and persistent mental illness or people with physical disabilities in a vocational rehabilitation setting. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described will be considered.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work will be performed in a variety of settings including office, community and on-site at client work locations. Work hours will vary depending on need and may include some evening and weekend hours. Work requirements include the ability to see, talk and hear; sit and stand; walk, bend, stoop, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.