

## **Incumbent Apprenticeship Mental Health Specialist Supplemental Duties**

### **SECTION I: MENTAL HEALTH SPECIALIST APPRENTICE**

Employees selected as program participants will be assigned duties as outlined in the proposed duty statement and will receive a supplement to their existing base pay, which will ensure salary equivalent to the noted salary schedule.

#### **i. DUTIES STATEMENT**

##### **CHARACTERISTICS:**

Employees will be working as an apprentice to the Mental Health Specialist series where an employee is trained to become proficient in and responsible for performing many of the basic entry-level duties typical of the Mental Health Specialist I while receiving the necessary supervision and training to assist them in developing full Mental Health Specialist I proficiency.

##### **TYPICAL DUTIES:**

1. Learns to provide direct patient care to clients in a 24-hour psychiatric facility or day treatment program; observes patients physical and psychological status; helps evaluate progress; records clinical notes on patient.
2. Learns to assist professional staff in developing and modifying treatment plans; implements treatment plans.
3. Learns to provide case management to mentally ill or elderly clients under the supervision of a team leader or experienced case manager; may provide counseling, money management or other related services.
4. Assists in arranging for and providing transportation for clients.
5. Learns to provide basic client counseling in groups as well as on an individual basis.
6. Learns to perform administrative duties as required.

Knowledge of: Basic knowledge or interest in concepts of mental illness, mental health and substance abuse; techniques of dealing with the physical, emotional and social needs of emotionally disturbed individuals or substance abusers; clinical terminology.

Ability to: Learn to develop and maintain the confidence and cooperation of clients and patients; learn to recognize symptoms of mental or emotional disorders and substance abuse; analyze situations

accurately and take appropriate action; understand and follow oral and written instructions; express ideas clearly and concisely both orally and in writing; establish and maintain effective working relationships.

**Physical and Mental Requirements:** Mobility – frequent operation of a keyboard, sitting for extended periods, walking and stair climbing; frequent driving may be required; occasional standing for long periods of time; frequent lifting of 5 pounds or less; rarely to infrequently lifting up to 50 pounds; infrequently pushing/pulling in excess of 20 to 30 pounds; infrequently balancing, stooping/bending, and/or crouching/squatting as required in a behavior management situation; Visual – constant use of overall vision, hand/eye coordination, depth perception and reading/close-up work; frequent need for color perception and field of vision/peripheral; Dexterity – frequent holding, reaching, grasping, repetitive motion and writing; Hearing/Talking – constant hearing of normal speech, talking in person and talking on the telephone; frequent hearing on a telephone/radio; occasional hearing of faint sounds and talking over a public address system; Emotional/Psychological Factors – constant public contact, decision-making and concentration; frequent exposure to emergency situations; occasional exposure to trauma, grief or death; Environmental and Other Conditions – occasional to frequent need to adapt to changing work environments; frequent work with persons who may exhibit aggressive behaviors and who may be infected with communicable diseases; occasional exposure to noise, varied outdoor weather conditions; occasional working alone, working shifts to include weekends/nights/holidays, and/or work-related travel.

San Joaquin County complies with the Americans with Disabilities Act and, upon request, will consider reasonable accommodations to enable individuals with disabilities to perform essential job functions.

## **ii. SUPPLEMENTAL STEP SCHEDULE**

Employees selected as the Mental Health Specialist Apprentice whose base salary is below the salary identified for the Mental health Specialist Apprentice will receive a supplement for hours worked to ensure compensation is equal to the Mental Health Specialist Apprentice. This supplement will be added as an additional payment to the regular salary of the employees' current classification.

<b>JOB TITLE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
MENTAL HEALTH SPECIALIST I	1975.75	2074.54	2178.27	2287.18	2401.54
MENTAL HEALTH SPECIALIST APPRENTICE	1792.06	1881.67	1975.75	2074.54	2178.27

## **SECTION II: EDUCATION COMPONENT**

### **A. SAN JOAQUIN DELTA COLLEGE PARTNERSHIP**

San Joaquin County Human Resources has partnered with San Joaquin Delta College to offer a Mental Health Specialist Certificate of Achievement to the incumbent staff who are selected to participate in the apprenticeship program. As part of the education component, participants become eligible to test for any state licensures associated with the requested classification.

### **i. CERTIFICATE REQUIREMENTS**

Program Learning Outcomes: Upon successful completion of the Mental Health Specialist Certificate of Achievement, the student will demonstrate skills, knowledge, and training for employment in a Mental Health Specialist position.

**Core Requirements:**

Public Speaking Units: 3  
Reading & Composition Units: 3  
Medical Terminology & Speech Units: 3  
Intro to Psychology Units: 3  
Statistical Methods for Psychology & Social Science Units: 3  
Personal & Social Psychology Units: 3  
Lifespan Psychology Units: 3  
Abnormal Psychology Units: 3  
Assessment for Treatment Planning Units: 3  
Law, Ethics & Communicable Disease in Counseling Units: 3  
Introduction to Counseling Skills Units: 3  
Introduction to Counseling Theories (Individual, Group & Family) Units: 3  
Human Sexuality Units: 3  
Case Management & Treatment Planning Units: 3  
Beginning Field Practicum Units: 2  
Public Speaking Units: 3  
Reading & Composition Units: 3

Minimum Units Required: 46 Complete all courses with a grade of "C" or better.