

Temporary Employment Opportunity

Mental Health Worker I
Extra - Help

\$ 16.58 Per Hour

Mental Health

Please indicate "Extra Help" in addition to the job title on your application

Apply Immediately!

This recruitment will close without notice
upon receipt of a sufficient number of applications.

Extra Help positions are on an as needed basis. Due to the large volume of applications that we receive for Extra Help positions there is no guarantee applicants will receive notification of application status, a Department interview, or an update that a position has been filled.

Temporary Employment Opportunity

MENTAL HEALTH WORKER I

DEFINITION

Under general supervision, assists professional staff members engaged in planning, developing, evaluating and providing mental health services for individuals, groups and some patients in an acute state of mental illness; provides services in the development and implementation of treatment programs; and provides assistance to patients in the Mental Health inpatient unit.

CLASS CHARACTERISTICS

This is the entry working level class in the Mental Health Worker series. Work in this class emphasizes expanding knowledge of principles, practices and methods of individual and group counseling. Incumbents receive general supervision and direction, but are expected to develop caseload management skills as a result of experience and training. Assignments are generally limited in scope and are set within procedural frameworks established by higher level positions and focus on such activities as the care, feeding, and security of patients and the collection and reporting of basic data. Work requires incumbents to exercise some judgment in selecting appropriate established guidelines to follow. Significant deviations require prior approval. Interpretation of general administrative or operational policies is sometimes necessary.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be required and assigned.

1. Assists with patient admission and discharge procedures.
2. Interacts with acute mentally ill patients.
3. Observes and records behavior and emotional state of patients/clients.
4. Reports signs of adverse conditions.
5. Monitors security of facility and patients; maintains order and prevents violent acts among patients; assists in restraining patients when needed; checks patients in security rooms.
6. Assists professional staff in their interaction with patients; assists with patient containment during the administration of emergency medications by licensed staff.
7. Provides CPR or first aid as necessary.
8. Assists clients in obtaining clothing, food and services; supervises and/or assists with bathing and personal hygiene of patients as needed.
9. Performs light cleanup activities such as sweeping, mopping, and cleaning meal areas; sterilizes patient rooms.

10. Initiates and coordinates recreational and social activities for individuals or groups; plans special events and supervises patient/client activities.
11. Performs drug tests and obtains testing specimens.
12. Transports patients/clients to appointments and outside facilities as needed.
13. Performs individual supportive counseling under supervision.
14. Conducts group supportive counseling and activities with small groups under general supervision.
15. Informs and protects patients' legal rights.
16. Communicates with staff of adjoining shifts to gather/exchange information; communicates observations about patients/clients to professional staff.
17. Participates as a member of an interdisciplinary team in developing treatment plans and helping to carry out specified behavioral interventions.
18. Develops lines of communication between the department and the community by explaining mental health programs to residents and conveying community cultural patterns and attitudes to professional staff.
19. Assists in evaluating mental health needs for the community and available community resources.
20. Works with professional staff in conducting mental health education programs for the community.
21. Assists patients in completing forms and documentation under supervision.
22. Prepares documentation reflecting patient care activities, progress, test results, etc.
23. Prepares and/or generates various records, reports, correspondence and documentation.
24. Reviews various documentation and processes, forwards, or takes other action as appropriate.
25. Maintains inventory of departmental supplies and initiates requests for new or replacement materials.
26. Answers the telephone, provides information, takes messages and/or directs calls as appropriate.
27. Responds to requests for information or assistance.
28. Attends meetings as required.

EXAMPLES OF MARGINAL DUTIES

1. Provides orientation and training to staff members as assigned.
2. Escorts visitors within the facility.
3. Copies and distributes documentation.
4. Maintains departmental files and records.

MINIMUM QUALIFICATIONS

Knowledge of: Some knowledge of mental health problems of persons served by community mental health programs; knowledge of related community organizations and lines of

communication; techniques of support and care for mentally disturbed patients; CPR and first aid administration; an understanding of the principles, practices and methods of individual and group counseling; basic mathematics; standard office equipment; and clerical activities related to an organization's programs and operations.

Ability to: Work effectively with professional and other staff members in carrying out the work of the therapy team; be certified in CPR and first aid administration; maintain confidentiality of patient/client information; learn and understand factors important to behavior patterns and appropriate intervention techniques for mentally ill clients; take initiative with patient interaction and in maintaining the work environment; establish and maintain effective interpersonal relations with individuals and groups; communicate effectively both orally and in writing; prepare and maintain records; learn basic principles of department program services and policies; operate standard office equipment; and operate a motor vehicle.

Education and Experience: Education and experience that would demonstrate the possession of the above knowledge and abilities is qualifying. A typical way to obtain such knowledge and abilities would be: Some related course work in the human services field or some experience working with individuals with mental illnesses.

Special Requirements:

Essential Duties require the following physical skills and work requirements:

Requires the ability to think and act quickly in emergencies; effectively deal with personal danger; maintain mental capacity which allows the capability of exercise sound judgment and rational thinking under varied circumstances; maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include subduing resisting individuals; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, data entry or use of other office equipment or supplies; ability to operate a motor vehicle; involves VDT exposure.

License or Certificate: Must obtain valid CPR certification within six months and maintain valid CPR certification. Must possess and maintain a valid California Driver's license.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 950 positions with an annual budget of 250 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** to complete a Sutter County application. Applicants are also invited to submit any additional information in resume form. For additional information or to obtain an application, please contact the Sutter County Human Resources Department at:

**Sutter County Human Resources Department
1160 Civic Center Boulevard, Suite B
Yuba City, CA 95993**

Phone (530) 822-7113 FAX (530) 822-7191

Web Site www.suttercounty.org E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

The Sutter County Human Resources Department must receive applications no later than 5:00 P.M. on the final filing date.

Postmarks will not be accepted.

Important Note: **Applications must be submitted to Human Resources via mail, fax or delivered to our office.**

We are unable to accept e-mailed applications or resumes.

SELECTION PROCEDURE FOR EXTRA HELP POSITIONS

Extra Help positions are on an as needed basis. Due to the large volume of applications that we receive for Extra Help positions there is no guarantee applicants will receive notification of an application's status, a Department interview, or an update that a position has been filled.

Applications will first be reviewed for minimum qualifications. Applications meeting the minimum qualifications will be referred to the department where the current opening exists. The Department will invite those candidates with the most directly related experience, education and training that meet the Departments' needs to an oral examination. Investigation of employment history and references may be conducted prior to appointment.

Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

The above information is general in nature and does not constitute an expressed or implied contract.

The County of Sutter does not discriminate on the basis of race, religious creed, color, national origin, ancestry, medical condition (cancer-related only), mental or physical disability (including AIDS or HIV), marital status, sexual orientation, sex or age. Minorities, women and the disabled are urged to apply.

**Sutter County Human Resources Department
1160 Civic Center Blvd., Suite B
Yuba City, CA 95993**