

MENTAL HEALTH ASSOCIATE SUPERVISOR

DEFINITION

Provide remedial services to developmentally delayed and/or disabled infants; serve in a lead capacity and assume the more complex responsibilities within the work unit; provide individual and group counseling services to parents, siblings and relatives; assist in the diagnostic process and development of appropriate treatment plan; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from the Principal at Walton Special Center and indirect supervision from teachers and staff involved in the assigned program area. Exercises supervision over the Mental Health Associates, Special Education Outreach Assistants and part-time employees assigned to the program.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Provide remedial services to developmentally delay and/or disabled infants; coordinate the work activities of assigned staff within the program.

Screen referrals; participate in intake and developmental interviews with parents of children; collect pertinent diagnostic information.

Assist in assessing needs of children.

Assist parents in following through with medical recommendations and infant stimulation process.

Provide individual and group counseling services to parents, siblings and other relatives.

Serve as resource person regarding community services available to families.

Assume responsibility for keeping children's individual folders up-to-date with documentation of information related to social services; prepare case histories.

Assign caseloads to staff; monitor staff involvement in all aspects of program.

Evaluate the technical performance of Mental Health Associate, Special Education Outreach Assistant and other assigned staff.

Coordinates the work assignments of the Mental Health Associate and Special Education Outreach Assistant.

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EXAMPLES OF DUTIES – (continued)

Document all home visits and planned programs; update assessments of children every three months.

Prepare and submit monthly and quarterly reports to appropriate governmental agencies.

May be required to participate in the selection, training and supervision of staff members.

Attend appropriate workshops and in-services provided within the field.

Perform related duties as assigned.

QUALIFICATIONSKnowledge of:

- Principles of child development and growth
- Rules, regulations and procedures of program area to which assigned
- Orientation methods for assigned staff
- Community services and resources available to parents with developmentally delayed and/or disabled children

- Principles of record keeping and management
- Efficient staff utilization procedures, including work schedules
- Principles of supervision and training
- Fundamentals of good public relations

Ability to:

- Establish and maintain effective working relationships with staff, parents, and developmentally and/or handicapped children
- Communicate effectively, orally and in writing
- Train, supervise and evaluate subordinates
- Interpret and apply state guidelines
- Analyze situations and adopt effective courses of action
- Institute changes in procedures with tact and diplomacy
- Collect and compile data; prepare appropriate reports
- Understand and explain complex rules and procedures
- Coordinate and provide a lead role within a work unit
- Physical capability sufficient to perform job duties

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Experience and Education:

Any combination of education, training and experience equivalent to possession of a B.S. or B.A. with a major in behavioral science and two years experience in working with the families of young handicapped children or working with disabled children.

License and Certificates:

- Possession of a valid California driver's license is required
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

Salary Placement:

Range

Stockton Unified Supervisory Unit

12-month work year