

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

MENTAL HEALTH TECHNICIAN IV

POSITION CODE: 27014  
Effective: 5/1/10

DISTINGUISHING FEATURES OF WORK:

Under general supervision, supervises nonprofessional individual care activities for an assigned shift on a unit or other living area for individuals with mental illness or developmental disabilities; supervises and participates in the teaching of individuals in the performance of daily living activities; supervises social and recreational activities and assists in established treatment and development programs.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as the responsible charge worker on a single shift by supervising and participating in all required personal care services for individuals with mental illness or developmental disabilities, such as bathing, feeding, toileting and dressing; teaches individuals how to care for themselves and assists in the development of daily living habits regarding cleanliness, personal hygiene, table manners, etc.
2. Supervises and participates in planned recreational and social programs; observes individuals and reports their behavior and reactions to professional staff members.
3. Maintains assigned area in a clean, orderly, and safe condition by supervising subordinate personnel and individuals in the performance of housekeeping activities; makes recommendations regarding needed equipment and supplies.
4. Talks with, motivates, and encourages individuals in order to promote their treatment and development; may participate as a member of an individual treatment team.
5. Confers with supervisor and professional staff members regarding problems, individual behavior, and assignment and scheduling of personnel.

## MENTAL HEALTH TECHNICIAN IV (Continued)

6. Provides simple nursing care such as administering medication and routine procedures as specified by a physician or registered nurse.
7. Provides guidance and training to subordinates; evaluates performance and makes recommendations pertaining to promotions, disciplinary action, terminations, and other employee relations matters.
8. Maintains required reports regarding individuals and unit activities; participates in unit meetings.
9. Receives for purposes of career growth and opportunity training in and carries out for a period of not to exceed three months duties and responsibilities of an advanced class level within the Mental Health Generalist series.
10. 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 one year experience in or applicable to the care, treatment and habilitation 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, development and rehabilitation of individuals with mental illness or developmental disabilities.

Requires working knowledge of Human Services rules and established individual treatment and habilitation programs and supportive services.

Requires working knowledge of policies and procedures governing operations and services of an individual unit for an assigned shift.

Requires the skills and abilities necessary to supervise, train and participate in the activities of a subordinate staff engaged in the provision of personal and nursing care services, treatment and habilitation of individuals.