



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Room 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov | Fax: (775) 684-0122

MEMORANDUM
HR#13-16

February 9, 2016

TO: DHRM Listserv Recipients

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Peter Long at plong@admin.nv.gov no later than March 9, 2016.

If no written objections are received in this office by March 9, 2016, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #25-16
Posting Expires: March 9, 2016

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
10.135	Mental Health Counselor V	43*	B	<i>10.135</i>	<i>Mental Health Counselor V</i>	<i>43*</i>	<i>B</i>
10.137	Mental Health Counselor IV	41*	B	<i>10.137</i>	<i>Mental Health Counselor IV</i>	<i>41*</i>	<i>B</i>
10.138	Mental Health Counselor III	39*	B	<i>10.138</i>	<i>Mental Health Counselor III</i>	<i>39*</i>	<i>B</i>
10.139	Mental Health Counselor II	37*	B	<i>10.139</i>	<i>Mental Health Counselor II</i>	<i>37*</i>	<i>B</i>
10.141	Mental Health Counselor I	35*	B	10.141	No Change	35*	B

* Reflects a 2-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
10.153	Psychological Developmental Counselor II	37*	B	<i>10.153</i>	<i>Psychological Developmental Counselor II</i>	<i>37*</i>	<i>B</i>
10.152	Psychological Developmental Counselor I	35*	B	<i>10.152</i>	<i>Psychological Development Counselor I</i>	<i>35*</i>	<i>B</i>

* Reflects a 2-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
10.168	Licensed Psychologist II	45*	A	<i>10.168</i>	<i>Licensed Psychologist II</i>	<i>45*</i>	<i>A</i>
10.170	Licensed Psychologist I	44*	B	<i>10.170</i>	<i>Licensed Psychologist I</i>	<i>44*</i>	<i>B</i>
10.171	Psychological Assistant	41*	B	<i>10.171</i>	<i>Psychological Assistant</i>	<i>41*</i>	<i>B</i>

* Reflects a 2-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
<i>10.185</i>	<i>Psychiatric Caseworker II</i>	<i>33</i>	<i>B</i>	<i>10.185</i>	<i>Psychiatric Caseworker II</i>	<i>33</i>	<i>B</i>
10.186	Psychiatric Caseworker I	31	B	10.186	No Change	31	B

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
10.673	Activities Therapy Technician II	27	E	<i>10.673</i>	<i>Activities Therapy Technician II</i>	<i>27</i>	<i>E</i>
10.683	Activities Therapy Technician I	25	E	<i>10.683</i>	<i>Activities Therapy Technician I</i>	<i>25</i>	<i>E</i>

Basis for Recommendation

At the request of the Department of Health and Human Services, Aging and Disabilities Division, the Division of Human Resource Management recommends minor revisions to the Mental Health Counselor, Psychological Developmental Counselor, Licensed Psychologist, Psychiatric Caseworker, and Activities Therapy Technician series to remove hurtful language and replace it with language currently used by other state and federal entities pursuant to the enactment of Rosa's Law in 2010.

Note: Changes, additions and/or deletions on the class specification are noted in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by March 9, 2016. Objections should be addressed to Peter Long, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: February 9, 2016



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MENTAL HEALTH COUNSELOR V	43*	B	10.135
MENTAL HEALTH COUNSELOR IV	41*	B	10.137
MENTAL HEALTH COUNSELOR III	39*	B	10.138
MENTAL HEALTH COUNSELOR II	37*	B	10.139
MENTAL HEALTH COUNSELOR I	35*	B	10.141

SERIES CONCEPT

Mental Health Counselors provide counseling, case management, direct clinical services, program development, policy implementation, community and home based services, and behavioral and human services to mentally ill, mentally retarded and/or emotionally disturbed clients in an outpatient, residential, community or similar setting.

Conduct appraisals and assessments through interviews with the client, family members and community systems, personal observations, communication with clinicians and representatives of community agencies and organizations, and utilization of standardized techniques to determine client eligibility for services and appropriate course of treatment at the least restrictive level possible.

Conduct or participate in treatment planning by attending treatment team meetings in which client goals are determined, and appropriate strategies and plans are developed and modified as necessary; coordinate and integrate services among members of treatment teams and client support systems; monitor treatment plans and evaluate effectiveness.

Provide individual, family and group counseling and consultative services to clients, their families and support systems utilizing a broad array of intervention techniques required to effectively address client problems, which may include multiple psychosocial problems within the family unit.

Utilize a family and community systems approach to develop and implement treatment plans by working with families and significant others in addition to the client; resolve client problems to prevent reoccurrence; provide recommendations for family reunification and adoption preservation.

Develop and implement after care plans; advocate for clients through interactions with other agencies, organizations, community and support systems such as the courts, welfare, school, juvenile justice, probation and parole, or other similar agencies; monitor after care services to ensure achievement of the goals identified in the treatment plan; provide support and assistance to clients and their families to facilitate the return of clients to the least restrictive environment possible.

Prepare documentation and reports to appraise the court or similar systems regarding clients' mental and behavioral status; make observations, research client records, and integrate treatment team input to facilitate appropriate and informed decisions.

Review client charts, discuss client treatment at case staffings, or make case presentations; make individual and standardized assessments; integrate and analyze information from all available sources and systems; document quality of care and ensure information is available to other members of the treatment team; complete required forms and reports and maintain documentation to ensure compliance with established laws, regulations, policies and requirements for agency reimbursement including billing forms.

* **Reflects a 2-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention.**

MENTAL HEALTH COUNSELOR V	43	B	10.135
MENTAL HEALTH COUNSELOR IV	41	B	10.137
MENTAL HEALTH COUNSELOR III	39	B	10.138
MENTAL HEALTH COUNSELOR II	37	B	10.139
MENTAL HEALTH COUNSELOR I	35	B	10.141

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SERIES CONCEPT (cont'd)

Refer clients to other agencies and organizations and identify resources based on client needs; ensure appropriate human resource services are available to the client to achieve identified treatment objectives.

Provide crisis intervention to include client restraint or appropriate behavioral and environmental controls for clients who may be hostile, combative, aggressive or assaultive; follow established protocols and policy to protect clients, staff, family and others potentially at risk due to client behavior or family dynamics.

Coordinate housing arrangements and write service contracts according to established procedures; monitor providers by conducting on-site visits to ensure quality care and services are provided according to the contract; evaluate appropriateness of housing arrangements and investigate complaints.

Develop formal training programs for agency staff and service providers by researching appropriate topics or training materials; develop training modules, present training programs, and monitor ongoing training activities; develop and maintain training budgets and supplies; and participate in professional development opportunities to acquire necessary knowledge and skills related to the assignment.

Provide workshops within the community, make public presentations, and participate in other forms of instructional activities to educate the community regarding mental health issues; establish rapport and promote understanding between the client, community and agency.

Plan and coordinate new and continuing program development activities by conducting needs assessments; determine new or existing client needs; assess community resources and determine the resources required to implement new and existing programs; provide ongoing evaluation and assessment of program goals, objectives and activities.

Provide clinical supervision of student interns, residents, and volunteers as assigned.

Perform related duties as assigned.

CLASS CONCEPTS

Mental Health Counselor V: Incumbents at this level perform advanced clinical work requiring a doctorate in psychology, social science or related human service discipline and a current license in their discipline. Mental Health Counselor V's provide direct clinical services described in the series concept, diagnose client mental illness and other related disorders, consult with colleagues and treatment teams regarding all aspects of the treatment plan, serve as a witness regarding clinical issues in court, and may provide supervision to other mental health professionals and support staff.

Mental Health Counselor IV: Incumbents work under the direct supervision of a doctoral level licensed professional while working toward licensure in the State of Nevada. Incumbents must demonstrate acceptance into the licensure process within one year of employment and must obtain licensure within three and half years. Incumbents may be automatically progressed to Mental Health Counselor V upon receipt of their license.

Mental Health Counselor III: Incumbents perform the full range of duties described in the series concept and

- (1) Serve as a first line supervisor for professional clinicians on a case management team or treatment team. Supervisory duties include assigning and reviewing work, training, evaluating performance, counseling and disciplining staff as appropriate. In some settings this may include providing administrative supervision to psychologists and psychiatrists; or

MENTAL HEALTH COUNSELOR V	43	B	10.135
MENTAL HEALTH COUNSELOR IV	41	B	10.137
MENTAL HEALTH COUNSELOR III	39	B	10.138
MENTAL HEALTH COUNSELOR II	37	B	10.139
MENTAL HEALTH COUNSELOR I	35	B	10.141

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CLASS CONCEPTS (cont'd)

Mental Health Counselor III (cont'd)

- (2) Independently oversee and implement the activities of a major program area such as a satellite clinic in a rural community where the incumbent has total responsibility for serving the community and supervising professional, paraprofessional and support staff; or
- (3) Serve as the regional coordinator and resource referral specialist for the State's Employee Assistance Program.

Mental Health Counselor II: Positions at this level perform a variety of duties described in the series concept including primary clinical care, community services and/or supervision of a limited number of paraprofessional and support staff. Counselors at this level may be responsible for a single program component, such as housing, residential home programs, alternative living programs such as respite, to include developing policy and procedures, obtaining and tracking services, monitoring the specific program budget, and training providers. This is the journey level in the series.

Mental Health Counselor I: Under general supervision, Mental Health Counselor I's receive training and acquire skills in performing professional clinical duties described in the series concept. This is the entry level in the series, and progression to Mental Health Counselor II is not automatic.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require licensure or certification as a Mental Health Counselor, Certified Counselor, Social Worker, Marriage and Family Therapist, Certified Alcohol and Drug Counselor, Alcohol and Drug Abuse Counselor or Qualified Intellectual Disabilities Professional issued by the appropriate licensing or certification authority at time of appointment and as a condition of continuing employment.
- * Some positions require work on evenings, weekends, and/or holidays.
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.

MENTAL HEALTH COUNSELOR V

EDUCATION AND EXPERIENCE: Doctorate from an accredited college or university in psychology, counseling, marriage and family therapy, social work or closely related academic field, licensure as a counselor, marriage and family therapist, or social worker, and three years of post-doctoral clinical experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: clinical assessment methods; types, etiology and treatment of mental disorders; therapeutic principles and techniques used in providing psychological services to clients with mental illness, ~~[mental retardation]~~ *intellectual disabilities* and related disorders; reference books including psychological treatment, diagnostic and statistical manuals. **Working knowledge of:** therapeutic modalities and prevailing schools of psychological thought; theories, principles and practices of psychological testing and interpretation of test results. **Ability to:** supervise lower level professionals, interns, and support staff; analyze and develop clinical programs; give professional presentations to staff and the public; develop, design and implement

MENTAL HEALTH COUNSELOR V	43	B	10.135
MENTAL HEALTH COUNSELOR IV	41	B	10.137
MENTAL HEALTH COUNSELOR III	39	B	10.138
MENTAL HEALTH COUNSELOR II	37	B	10.139
MENTAL HEALTH COUNSELOR I	35	B	10.141

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MINIMUM QUALIFICATIONS (cont'd)

MENTAL HEALTH COUNSELOR V (cont'd)

staff training; implement clinical review systems; develop policies and procedures related to a specific program; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Ability to: integrate results from multiple test instruments and develop appropriate treatment methods and goals; communicate complex ideas and problems interdepartmentally.

MENTAL HEALTH COUNSELOR IV

EDUCATION AND EXPERIENCE: Doctorate from an accredited college or university in psychology, counseling, marriage and family therapy, social work or closely related academic field and three years of post-master's degree clinical experience which may include experience obtained during the doctoral internship. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: clinical assessment methods; types, etiology and treatment of mental disorders; therapeutic principles and techniques used in providing psychological services to clients with mental illness, ~~[mental-retardation]~~ **intellectual disabilities** and related disorders; reference, diagnostic and statistical manuals; therapeutic modalities and prevailing schools of psychological thought; assessments, treatment and strategies used in providing clinical services to specific populations; principles and practices of supervision; State personnel rules and regulations. **General knowledge of:** theories, principles and practices of psychological testing and interpretation of test results. **Ability to:** abide by the American Psychological Association code of ethics; diagnose mental illness, ~~[mental-retardation]~~ **intellectual** and related disabilities; conduct assessments of intellectual ability, adaptive functioning psychopathology and risk assessment; recruit, train and supervise direct service staff including professional clinicians and support personnel; provide clinical supervision for other clinicians, paraprofessional staff and interns; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Mental Health Counselor V.*)

MENTAL HEALTH COUNSELOR III

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in counseling, marriage and family therapy, psychology, social work or closely related academic field and three years of post-master's degree professional mental health counseling experience; **OR** an equivalent combination of education and clinical experience at or above a master's degree and experience as described above. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: mental health, ~~[mental-retardation]~~ **intellectual disabilities**, and/or child and family service delivery systems, philosophy and policies at State and national levels including types of client services, fiscal management, and clinical accountability; community and family systems approaches to treating individuals with mental illness, ~~[mental-retardation]~~ **intellectual disabilities**, and emotional and behavioral disorders; pre-vocational training and job placement procedures for hard-to-employ clients;

MENTAL HEALTH COUNSELOR V	43	B	10.135
MENTAL HEALTH COUNSELOR IV	41	B	10.137
MENTAL HEALTH COUNSELOR III	39	B	10.138
MENTAL HEALTH COUNSELOR II	37	B	10.139
MENTAL HEALTH COUNSELOR I	35	B	10.141

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MINIMUM QUALIFICATIONS (cont'd)

MENTAL HEALTH COUNSELOR III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

State and federal rules and regulations related to mental health and ~~[mental-retardation]~~ **intellectual disabilities** treatment; court processes and systems. **Ability to:** coordinate treatment services provided by subordinate clinicians; make appropriate referrals for individuals with emotional, mental, physical, financial and other problems; assign, supervise and prioritize the work of subordinates; provide administrative supervision to higher level staff such as psychologists and psychiatrists as assigned; conduct and complete complex research and program development projects; construct measures, questionnaires and interview protocols; interpret survey and research results; apply psychological and psychotherapeutic techniques applicable to the clientele served; administer, score and interpret psychological tests and assessment instruments; manage a caseload of individuals with significant mental, emotional and psychological problems and related disorders; transition clients/inmates from a hospital, residential or correctional setting into the community; modify and/or adapt clinical intervention procedures to meet specific identified needs of clients and families; observe and detect signs of psychological disorders or developmental disabilities; organize resources to meet the needs of clients and families with multiple problems; make oral presentations concerning treatment plans, goals and results; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Mental Health Counselor IV.)

MENTAL HEALTH COUNSELOR II

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in counseling, marriage and family therapy, psychology, social work or closely related academic field and two years of post-master's degree professional mental health counseling experience; **OR** an equivalent combination of education and clinical experience at or above a master's degree and experience as described above. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: theories and principles of counseling and psychotherapy; symptoms, characteristics and treatment of mental illness, ~~[mental-retardation]~~ **intellectual disabilities**, and emotional and behavioral disorders; individual, marital, group and family counseling techniques; case management practices and procedures; crisis intervention techniques; treatment team dynamics; psychotropic medications including desired effects, common side effects, and drug interactions; laws governing abuse and neglect of clients/inmates; ethical standards of care and treatment; evaluation and assessment instruments; psychometric testing procedures and testing instruments; oral communication skills sufficient to confer with colleagues, clients/inmates and others; licensing regulations for various types of housing, residential and other living arrangements; pre-vocational training and supported employment procedures. **General knowledge of:** State and federal rules, regulations and laws pertaining to the agency's mission; assessments, treatment and strategies used in providing clinical services to specific populations; clinical (peer) review procedures. **Ability to:** assess, develop and implement treatment plans and goals; write comprehensive evaluations, reports and recommendations; interpret intelligence tests and achievement test results; evaluate services provided to clients and investigate complaints; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Mental Health Counselor III.)

MENTAL HEALTH COUNSELOR V	43	B	10.135
MENTAL HEALTH COUNSELOR IV	41	B	10.137
MENTAL HEALTH COUNSELOR III	39	B	10.138
MENTAL HEALTH COUNSELOR II	37	B	10.139
MENTAL HEALTH COUNSELOR I	35	B	10.141

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MINIMUM QUALIFICATIONS (cont'd)

MENTAL HEALTH COUNSELOR I

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in counseling, marriage and family therapy, psychology, social work or closely related academic field; **OR** an equivalent combination of education and clinical experience at or above a master's degree and experience as described above. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: normal and abnormal human behavior and development; individual, marital, group and family counseling techniques; case management practices and procedures; crisis intervention techniques; treatment team dynamics; psychotropic medications including desired effects, common side effects, and drug interactions; laws governing abuse and neglect of clients/inmates; client/inmate rights and confidentiality of information; symptoms, characteristics and treatment of common mental and emotional illnesses; effects of substance abuse on mental and emotional health; services, roles and responsibilities of human services agencies in the community. **Ability to:** provide individual, group, marital and family therapy; write concise, logical and clear reports regarding client status and treatment; assess and utilize community resources; establish rapport and appropriate clinical relationships with clients/inmates, their families and care providers; develop and maintain effective and cooperative working relationships with co-workers, medical and health professionals, social service agency representatives and others; negotiate, write and monitor service contracts for client housing and services; prepare documentation for patient charts and billing purposes.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Mental Health Counselor II.*)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.135</u>	<u>10.137</u>	<u>10.138</u>	<u>10.139</u>	<u>10.141</u>
ESTABLISHED:	7/01/89P	7/1/89P	7/01/89P	7/01/89P	7/01/89P
	8/19/88PC	8/19/88PC	8/19/88PC	8/19/88PC	8/19/88PC
	9/27/88PC	9/27/88PC	9/27/88PC	9/27/88PC	9/27/88PC
REVISED:	7/13/93LG	7/13/93LG			7/1/99P
REVISED:	7/1/99P	7/1/99P	7/1/99P	7/1/99P	10/2/98PC
	10/2/98PC	10/2/98PC	10/2/98PC	10/2/98PC	
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG
REVISED:	12/9/15UC	12/9/15UC	12/9/15UC	12/9/15UC	12/9/15UC
REVISED:	3/9/16UC	3/9/16UC	3/9/16UC	3/9/16UC	3/9/16RNC



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PSYCHOLOGICAL DEVELOPMENTAL COUNSELOR II	37*	B	10.153
PSYCHOLOGICAL DEVELOPMENTAL COUNSELOR I	35*	B	10.152

SERIES CONCEPT

In a clinic or community setting, Psychological Developmental Counselors provide services including standardized developmental assessments, individual and group intervention, counseling and service coordination for families with children who have, or may be at risk for, developmental delays, developmental disabilities, ~~mental retardation~~ *intellectual disabilities* or related conditions. Developmental evaluations fulfill requirements for eligibility determination needed for the federal Individuals with Disabilities Education Act.

Perform initial individual and team developmental evaluations and re-assessments; select, administer and score appropriate tests; interpret results and make recommendations to caregivers; prepare comprehensive reports and documentation according to established procedures and requirements.

Participate as a member of the treatment team in diagnostic staff meetings; share information, discuss assessment/intervention results, and analyze treatment options in conjunction with other health care professionals such as physicians, speech pathologists, registered dietitians and others.

Make specific treatment recommendations; interpret and integrate test data with interview findings and behavioral observations; discuss results with clients or appropriate individuals such as parent or guardians; modify treatment and services as needed to meet established objectives.

Counsel families regarding behavioral and grief issues; interview family members and observe interactions; plan strategies and services to remediate developmental delays and problems; provide healthy coping strategies for clinic families; model behavior and educate parents and children in effective interpersonal relationship skills; refer families to clinic and community resources as needed.

Participate in the development of the Individualized Family Service Plan (IFSP) for assigned clients; coordinate, monitor, follow-up and document services provided both at the clinic and at community resources to ensure optimal treatment and avoid duplication of services.

Provide consultation and training regarding psychological issues pertaining to child development and current policies and procedures to comply with statutory and ethical requirements.

Document treatment activities in written evaluations and on charts to comply with legal requirements and maintain adequate records; prepare information and documentation necessary for insurance billing; compile and report data related to services provided.

Participate in special projects and serve on committees as requested; attend professional development seminars, workshops and conferences to maintain current knowledge of advancements in the areas of standardized testing and child development.

* Reflects a 2-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention.

PSYCHOLOGICAL DEVELOPMENTAL COUNSELOR II	37	B	10.153
PSYCHOLOGICAL DEVELOPMENTAL COUNSELOR I	35	B	10.152

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SERIES CONCEPT (cont'd)

May supervise Master's level psychology interns.

Perform related duties as assigned.

CLASS CONCEPTS

Psychological Developmental Counselor II: Under general supervision, incumbents perform the duties described in the series concept. Work is assigned through predetermined referral patterns and agency goals and objectives. This is the journey level in the series.

Psychological Developmental Counselor I: Under supervision, incumbents receive training and gain experience in providing assessment and counseling services for children and families at a Special Children's Clinic or similar facility. This is the entry level in the series and progression to the next level may occur at such time as the incumbent meets the minimum qualifications, has demonstrated satisfactory performance, and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

PSYCHOLOGICAL DEVELOPMENTAL COUNSELOR II

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in psychology, counseling, education, or closely related field and two years of post-master's degree experience in providing standardized testing services, counseling and intervention in a rehabilitative, clinic, institutional or educational setting. One year of the required experience must have included performing developmental standardized testing of pre-school and/or school-age children; **OR** an equivalent combination of experience and education above the master's degree level.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: standardized developmental assessment instruments; normal and abnormal human behavior, growth and development; symptoms, characteristics and treatment of developmental disabilities, ~~[mental retardation]~~ *intellectual disabilities*, and emotional and behavioral disorders; case management practices and procedures; individual, group and family counseling techniques; treatment team dynamics; client rights and confidentiality of information; laws governing abuse and neglect of clients; oral communication skills sufficient to confer with colleagues, clients and others; services, roles and responsibilities of human services agencies in the community. **Ability to:** administer, score and interpret standardized assessments and evaluation procedures according to accepted methods and theoretical constructs; assess, develop and implement treatment plans and goals; assess and utilize social, agency, and community resources; establish rapport and appropriate clinical relationships with clients, their families and care providers; develop and maintain effective and cooperative working relationships with medical and health professionals, social service agency representatives and others; apply psychological techniques to practical situations; modify intervention procedures to meet specific service needs of clients or families; observe and detect signs and symptoms of developmental delays and related conditions; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State and federal program eligibility criteria; risk factors which may impede normal child development; agency policies and procedures related to services provided; scheduling procedures and filing systems used in the clinic to which assigned.

PSYCHOLOGICAL DEVELOPMENTAL COUNSELOR II	37	B	10.153
PSYCHOLOGICAL DEVELOPMENTAL COUNSELOR I	35	B	10.152

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MINIMUM QUALIFICATIONS (cont'd)

PSYCHOLOGICAL DEVELOPMENTAL COUNSELOR I

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in psychology, counseling, education, or closely related field and one year of post-master's degree experience in providing standardized testing services, counseling and intervention to pre-school and/or school-age children; **OR** an equivalent combination of experience and education above the master's degree level.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: standardized testing instruments and procedures; normal and abnormal human behavior, growth and development; client rights and confidentiality of information. **Ability to:** administer and score standardized developmental tests to children; write comprehensive reports, evaluations and recommendations; maintain case records and document activities; establish rapport with clients; participate in interdisciplinary team meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Psychological Developmental Counselor II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.153</u>	<u>10.152</u>
ESTABLISHED:	7/1/99P 12/17/98PC	7/1/99P 12/17/98PC
REVISED:	7/1/07LG	7/1/07LG
REVISED:	3/9/16UC	3/9/16UC



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LICENSED PSYCHOLOGIST II	45*	A	10.168
LICENSED PSYCHOLOGIST I	44*	B	10.170
PSYCHOLOGICAL ASSISTANT	41*	B	10.171

SERIES CONCEPT

Licensed Psychologists provide psychological testing, evaluation, psychotherapy, counseling, and consultation to clients or inmates in residential, inpatient and outpatient settings, at a mental health, ~~mental-retardation~~ *intellectual disabilities*, or correctional facility, or in other settings where psychological services are provided. Professional duties are performed in accordance with license requirements of the State of Nevada Board of Psychological Examiners.

Administer, score and interpret a wide variety of diagnostic and projective tests in order to evaluate and diagnose clients, patients, parolees, students or inmates; write comprehensive psychological reports to include test results, clinical observations, findings and recommendations; document services provided in client charts.

Provide crisis intervention services; de-escalate clients who are hostile, combative or physically aggressive, following established agency policies; refer clients to community resources or other agencies; arrange for residential or inpatient admissions as necessary.

Participate in treatment team meetings to discuss the status and progress of clients and recommend specific courses of treatment; develop treatment plans or individualized functional analysis programs; provide individual, family and group therapy and substance abuse counseling utilizing a variety of psychotherapeutic techniques.

Perform psycho-sexual evaluations on sex offenders to include diagnostic classification and a report summary identifying the diagnosis, risk assessment, mental health assessment, education level, family and medical history, statement of amenability to treatment, and suggested treatment interventions.

Review psychosocial assessments written by other clinicians to monitor and evaluate treatment effectiveness, determine eligibility for program services or benefits applying the appropriate laws and regulations; consult with treating clinicians; ensure service delivery goals are met; and documentation is completed according to agency policy and applicable regulations and/or accreditation requirements.

Record information necessary to bill for services and recommend third party payments as appropriate.

Provide oral and written court testimony as a witness regarding the mental status of clients and evaluation findings which may include recommendations for involuntary commitments.

Plan, develop and coordinate program services to meet the needs of the population served; participate in committees and facility activities in developing service delivery needs assessments and evaluations, policies and procedures; assist in writing and administering grants; prepare documentation required for budget development and monitor expenditures; and participate in accrediting and quality review programs.

* Reflects a 2-grade, special salary adjustment granted by the 2007 legislature to improve recruitment and retention.

SERIES CONCEPT (cont'd)

Develop and conduct presentations or training programs for clients, families, community groups and agency staff as assigned.

Perform related duties as assigned.

CLASS CONCEPTS

Licensed Psychologist II: Incumbents at this level provide full clinical and administrative supervision to at least one Licensed Psychologist I, in addition to providing a broad range of psychological services described in the series concept. Licensed Psychologist II positions are also responsible for a psychological services program or unit and may also supervise professional clinical staff and support personnel. Positions at this level typically report to a Medical Director, Clinical Program Manager or Division Administrator and oversee psychological services provided at the agency to which assigned.

Licensed Psychologist I: Under general direction, incumbents perform the duties described in the series concept, and may be assigned full supervision of professional staff and support personnel, and may also provide clinical supervision (peer review) for doctoral level psychologists.

Psychological Assistant: Under the direct clinical supervision of a Licensed Psychologist, incumbents perform the duties described in the series concept in a trainee capacity. Incumbents may be automatically progressed to Licensed Psychologist I upon receipt of licensure as a psychologist in the State of Nevada.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Licensed Psychologist I's and Licensed Psychologist II's must possess current licensure as a Psychologist issued by the State of Nevada Board of Psychological Examiners at the time of appointment and maintain licensure as a condition of continuing employment.
- * Psychological Assistants must maintain an approved internship with the State of Nevada Board of Psychological Examiners as a condition of continuing employment.
- * Some positions require work on evenings, weekends and holidays.

LICENSED PSYCHOLOGIST II

EDUCATION AND EXPERIENCE: Two years of post-doctoral experience in providing psychological services in an inpatient, outpatient or residential setting, which must have included one year of experience in the supervision of clinicians. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: management principles and practices sufficient to plan, organize, delegate, oversee, and evaluate the work of doctoral level and other professional staff and support personnel; continuous quality improvement principles and techniques. **Ability to:** integrate results from multiple test instruments and develop appropriate treatment methods and goals for specialized populations; monitor and operate current computer programs for the administration and scoring of new testing procedures and corresponding policies and procedures; recommend budget for psychological services and programs; *and all knowledge, skills and abilities required at the lower levels.*

LICENSED PSYCHOLOGIST II	45	A	10.168
LICENSED PSYCHOLOGIST I	44	B	10.170
PSYCHOLOGICAL ASSISTANT	41	B	10.171

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MINIMUM QUALIFICATIONS (cont'd)

LICENSED PSYCHOLOGIST II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State of Nevada's personnel practices and procedures; advocacy issues regarding mental illness, ~~[mental-retardation]~~ **intellectual disabilities**, dual diagnosis and substance abuse; agency divisional/departmental policies and procedures; State and federal regulations for mental health, ~~[mental-retardation]~~ **intellectual disabilities** or forensic populations; principles and practices of supervision; agency and community resources; psychotropic medication including desired effects, common side effects and drug interactions. **Ability to:** resolve clinical issues resulting from conflicting policies or regulations; provide administrative and clinical supervision to subordinate psychologists and other professional clinicians; establish goals and objectives for the unit or department; develop budgets, work plans, and administrative reports; communicate complex ideas and problems interdepartmentally; develop programs to meet specific agency needs.

LICENSED PSYCHOLOGIST I

EDUCATION AND EXPERIENCE: One year of post-doctoral experience in providing psychological services in an inpatient, outpatient or residential setting. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: American Psychological Association Code of Ethics and State laws and regulations related to the practice of psychology; reference books including psychological treatment, diagnostic and statistical manuals; theories, principles and practices of psychological testing and interpretation of test results. **Working knowledge of:** types, etiology, and treatment of mental disorders; clinical assessment methods; detailed therapeutic principles and techniques used in providing psychological services to clients with mental illness, ~~[mental-retardation]~~ **intellectual** and related disabilities; psychopharmacology; crisis intervention techniques. **Ability to:** supervise lower level professionals, interns, and support staff; conduct program development projects; and implement clinical review systems; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Licensed Psychologist II.*)

PSYCHOLOGICAL ASSISTANT

EDUCATION AND EXPERIENCE: Doctorate in Psychology and an approved internship agreement with the State of Nevada Board of Psychological Examiners. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: American Psychological Association Code of Ethics and State laws and regulations related to the practice of psychology; reference books including psychological treatment, diagnostic and statistical manuals; theories, principles and practices of psychological testing and interpretation of test results. **General knowledge of:** types, etiology, and treatment of mental disorders; clinical assessment methods; detailed therapeutic principles and techniques used in providing psychological services to clients with mental illness, ~~[mental-retardation]~~ **intellectual** and related disabilities; psychopharmacology; crisis intervention techniques; agency and community resources; normal and abnormal human behavior and development; educational and learning disorders; client rights and confidentiality of information. **Ability to:** establish and maintain effective working relationships with

LICENSED PSYCHOLOGIST II	45	A	10.168
LICENSED PSYCHOLOGIST I	44	B	10.170
PSYCHOLOGICAL ASSISTANT	41	B	10.171

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MINIMUM QUALIFICATIONS (cont'd)

PSYCHOLOGICAL ASSISTANT (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

clients, inmates, co-workers, and the public; conduct clinical and mental status evaluations and interviews; administer, score and interpret psychological tests; communicate test results in written and oral form; diagnose mental illness, ~~[mental-retardation]~~ *intellectual* and related disabilities; assess client behavior and develop goals for therapy; and facilitate therapeutic individual, group, and family counseling sessions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Licensed Psychologist I.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>10.168</u>	<u>10.170</u>	<u>10.171</u>
ESTABLISHED:	7/1/97P 9/19/96PC	1/17/86	7/1/99P 10/2/98PC
REVISED:		7/1/86R 7/18/86-3	
REVISED:		7/1/89P 8/19/88PC	
REVISED:		3/13/90-3	
REVISED:		7/1/93LG	
REVISED:		7/1/97P 9/19/96PC	
REVISED:	7/1/99P 10/2/98PC	7/1/99P 10/2/98PC	
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG
REVISED:	3/9/16UC	3/9/16UC	3/9/16UC



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PSYCHIATRIC CASEWORKER II	33	B	10.185
PSYCHIATRIC CASEWORKER I	31	B	10.186

SERIES CONCEPT

Psychiatric Caseworkers perform casework duties; monitor the progress of clients in treatment; assess and reassess the clients' level of functioning by interviewing clients, family members, and other community contacts; evaluate clients' needs and resources to determine the level of assistance needed; and refer clients to appropriate services according to the service/care coordination plan in order to meet clients' emotional, behavioral, social, financial, health, vocational, transportation, and basic living needs. Incumbents in this series often work in a team to provide service coordination, make referrals to other service providers and community resources, and discuss mental and emotional conditions, illnesses and disorders, family issues, and developmental delays.

Interview clients for psychosocial rehabilitation program placement; determine needs in terms of training and assign to appropriate groups/classes; prepare written evaluation of client and a service/care coordination plan for each service; enter progress notes; and advise clients of their service related rights and responsibilities.

Develop treatment plans and participate in the development of service/care coordination plans by attending multidisciplinary team meetings in which client goals are determined and appropriate strategies and plans are developed and modified as necessary; integrate and analyze information from all available sources and systems; coordinate and integrate services among members of multidisciplinary teams and client support systems; monitor treatment plans and evaluate effectiveness; document quality of care and ensure information is available to other members of the multidisciplinary team.

Provide on-going individual and family management and education regarding issues of daily living, coping skills and employment; provide information to clients' family members or other caretakers regarding clients' rights and actions necessary to obtain optimal benefits of active treatment; assist clients, family members, and care providers in understanding the nature and treatment of clients' illness or condition.

Develop and implement discharge plans; prepare required documentation; schedule appointments such as in the medication clinic; obtain information from clinical professionals concerning clients; make referrals to appropriate clinician; refer to community resources and make housing referrals.

Write client housing contracts according to established procedures; monitor supported housing arrangements; monitor delivery of services and quality of care to ensure compliance with the terms and conditions of the contract.

Monitor follow-up services specified in the treatment plan including attendance at medication clinics, day treatment programs, outpatient appointments, vocational/rehabilitation services and housing arrangements to reduce the incidence of readmission; arrange and provide transportation for clients to various appointments and community assistance services issuing bus tokens or using State vehicles as necessary; assist clients with court appearances.

SERIES CONCEPT (cont'd)

Locate, coordinate, and develop resources to meet clients' needs; develop, implement, and monitor programs to assist clients in developing daily living skills such as preparing a budget, obtaining public transportation, attending self-help groups, shopping for food and clothing, and developing reminders to take medication at prescribed times.

Conduct classes and provide individual skill training for clients; compile or develop relevant materials and curriculum; evaluate client's baseline status and progress using objective assessment measurements.

Adhere to all regulatory standards for documentation, charts, and progress notes; document client contacts and progress in case records; write required reports at established intervals; complete billing forms and other documentation according to established policy and procedure.

Attend staff, committee, task force and other scheduled meetings to discuss and provide input concerning critical client issues and problems; attend and participate in in-service training, workshops, seminars, and continuing education programs to enhance knowledge, skills, and abilities related to job performance; may provide in-service training to other staff related to de-escalation, management of aggressive behaviors, wraparound case management delivery model, and other topics.

Provide crisis intervention to include appropriate behavioral and environmental controls for clients who may be hostile, combative, aggressive, or assaultive; follow established protocols and policy to protect clients, staff, family, and others potentially at risk due to client behavior or family dynamics; engage in client restraint if needed.

Supervise and evaluate the performance of lower level professional, technical, and paraprofessional staff, university students, and interns as assigned.

Perform related duties as assigned.

CLASS CONCEPTS

Psychiatric Caseworker II: Under general supervision, incumbents perform the full range of service coordination duties described in the series concept. This is the journey level in the series.

Psychiatric Caseworker I: Under close supervision, incumbents receive training in performing some or all of the service coordination duties outlined in the series concept. This is the entry level in this series and provides for progression to the next level upon meeting minimum qualifications, satisfactory performance, and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid driver's license at the time of appointment and as a condition of continuing employment.
- * Some positions require work on evenings, weekends, and/or holidays.

MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTE:

- * In accordance with NAC 284.437, this series may be used to underfill Mental Health Professional positions when recruitment efforts for clinical positions in rural communities have been unsuccessful.

PSYCHIATRIC CASEWORKER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in social work, psychology, or closely related human services field and two years of experience in a mental health or ~~[mental retardation]~~ **intellectual disabilities** setting, one year of which must have included professional casework experience providing psychosocial rehabilitation services for a caseload consisting predominantly of individuals with mental illness or developmental disabilities; **OR** one year as a Psychiatric Caseworker I in Nevada State Service; **OR** an equivalent combination of experience and education above the bachelor's degree level. (*See Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: crisis intervention techniques; documenting client progress; assessing client needs and resources available; case management practices and procedures; laws governing abuse and neglect of clients; treatment planning and implementation; educating clients and their families on issues of daily living, coping skills and employment. **General knowledge of:** psychotropic medications and common side effects; behavior modification techniques to include contingency management and cognitive behavior interventions. **Ability to:** make appropriate referrals to community resources and health care providers; develop contracts for services and monitor services provided; establish and maintain cooperative working relationships with clients, staff, community resource providers, community agency staff and the public; monitor follow up services according to the service/care coordination plan; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: applicable agency, division, State and federal laws, policies, procedures and guidelines; psychosocial rehabilitation practices and techniques; supervisory principles and techniques. **General knowledge of:** court processes and systems; national standards of client care. **Ability to:** assess and utilize community resources in implementing client treatment plans; direct the work of subordinates; effectively use the agency's automated systems; complete required documentation per policies and procedures in written and electronic case records.

PSYCHIATRIC CASEWORKER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in social work, psychology, or closely related human services field and one year of experience assisting professionals in providing direct client care and implementing treatment and/or service/care coordination plans for individuals with mental illness or developmental disabilities; **OR** an equivalent combination of experience and education above the bachelor's degree level. (*See Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

General knowledge of: issues of daily living as applied to individual and family centered environments; therapeutic interpersonal interactions both verbal and non-verbal; substance abuse problems, organic problems and other conditions which may appear similar to a mental illness or developmental disability; symptoms and characteristics of mental illnesses and developmental disabilities; common clinical intervention practices; human growth and development. **Ability to:** make mental and behavioral assessments and accurately record information; prepare service/care coordination plans and provide services for a case load of clients; evaluate and reassess the functioning level of the client; provide instruction and direction to clients and others in group or individual settings; write clear and concise reports related to client progress and status; read and follow oral and written instructions, policies and procedures; defuse aggressive and maladaptive behaviors of clients; research and compile instructional material appropriate to teach daily

MINIMUM QUALIFICATIONS (cont'd)

PSYCHIATRIC CASEWORKER I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (cont'd)

living skills to clients; complete billing forms and documentation related to services provided.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Psychiatric Caseworker II.)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>10.185</u>	<u>10.186</u>
ESTABLISHED:	10/17/86	10/17/86
REVISED:	11/13/87-3	11/13/87-3
REVISED:	7/1/89P	7/1/89P
	8/19/88PC	8/19/88PC
REVISED:	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC
REVISED:	9/24/07UC	9/24/07UC
REVISED:	3/9/16UC	3/9/16RNC



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ACTIVITIES THERAPY TECHNICIAN II	27	E	10.673
ACTIVITIES THERAPY TECHNICIAN I	25	E	10.683

SERIES CONCEPT

Under immediate supervision, Activities Therapy Technicians are assigned support functions in the evaluation, therapeutic programming, clinical treatment, and assessment of patients receiving the services of a therapist, including assisting in the implementation of the treatment plan according to the therapist's specifications; instructing patients in the proper use of tools and equipment; providing for the procurement and maintenance of supplies and equipment; and providing direction and encouragement to patients in a mental health, ~~mental retardation~~ **intellectual disabilities**, rehabilitation and restoration, or related health care setting.

Assist patients with physical, mental and cognitive disabilities in therapeutic activities according to established treatment objectives developed by professional staff; instruct and guide patients in the completion of activities or exercise; observe patient behavior, physical condition, and use of correct body mechanics; and may perform non-medical treatment interventions and/or treatment duties not requiring the skills, knowledge and judgment of a professional therapist, clinician, and/or Therapeutic Recreation Specialist.

Monitor patient performance during treatment; provide clinician and/or therapist with objective information regarding patient's participation and progress; monitor attendance, activity tolerances, effort and attitude, memory and concentration, interaction with others in the clinic area, and responses to supervision; may monitor vital signs and provide first aid and/or cardiopulmonary resuscitation (CPR) as necessary.

Orient patients to clinic area; ensure compliance with clinic rules, regulations and procedures; instruct patients in the proper use and care of clinic tools and equipment; develop positive patient and staff rapport; provide direction and encouragement to patients.

Maintain a safe and therapeutic environment; clean assigned areas and equipment; inspect equipment to ensure safe working conditions and provide routine maintenance; store materials and supplies properly to preserve quality and maintain clinic appearance; inventory consumables; and procure necessary materials and equipment to implement therapeutic programs.

Maintain documentation and records related to patient attendance and participation; report and document incidents and accidents according to established procedures; and prepare equipment maintenance records and supply inventories.

May schedule patients for treatment taking into consideration the availability of the therapist, equipment and supplies, and the clinic capacity; transport patients to community outings; and assist therapists in the construction of adaptive equipment.

Perform related duties as assigned.

CLASS CONCEPTS

Activities Therapy Technician II: Incumbents work under the direction of professional staff and perform the full range of duties described in the series concept at the journey level.

CLASS CONCEPTS (cont'd)

Activities Therapy Technician I: Under direct supervision, incumbents either:

- 1) function in a training capacity and learn to perform the duties described in the series concept. Progression to the next level may occur upon meeting the minimum qualifications and with the approval of the appointing authority; or
- 2) perform the most routine physical and recreational activities below the journey level. Progression to the journey level is not automatic, and positions may be permanently allocated to this level.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid driver's license at time of appointment and as a condition of continuing employment.
- * Some positions require CPR certification at time of appointment and as a condition of continuing employment.
- * Some positions require first aid certification at time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * A bachelor's degree in health science, physical education or recreation, or related health or social science field may be substituted for the education and experience requirement at both levels in the series.

ACTIVITIES THERAPY TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or the equivalent and three years of experience working with individuals with physical, mental and/or cognitive disabilities in either a therapeutic or educational setting, one year of which included providing full-time technical support to physical, occupational, industrial, and/or exercise/fitness therapists involving therapeutic exercise and activities; **OR** forty-eight (48) semester credits from an accredited college or university in health science, physical education or recreation, nursing, or a related health or social science field, and one year of experience providing full-time technical support to physical, occupational, industrial, and/or exercise/fitness therapists involving therapeutic exercise and activities; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: methods, modalities and techniques used in the designated therapy; safety and health standards related to the provision of therapy services; general patient/client care, confidentiality, rights, and code of ethics. **General knowledge of:** purchasing procedures; durable medical equipment and assistive devices used in the designated type of therapy. **Ability to:** demonstrate and teach therapy modality techniques and procedures to patients/clients as allowed in the therapy area and within licensing requirements; explain and demonstrate correct body mechanics; use a computer to prepare records and documents related to billing, attendance, inventory and accident reports; inventory and maintain supplies; recognize safety hazards and take appropriate corrective measures; take vital signs as indicated using appropriate methods; operate and maintain standard equipment used in therapeutic programming; *and all knowledge, skills and abilities required at the lower level.*

MINIMUM QUALIFICATIONS (cont'd)

ACTIVITIES THERAPY TECHNICIAN II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency policies and procedures related to patient/client care, confidentiality, rights, and code of ethics; State purchasing procedures; standard equipment used in the therapy area including maintenance techniques and procedures; and repair, maintenance and modification of durable medical equipment and assistive devices.

ACTIVITIES THERAPY TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or the equivalent and two years of experience working with individuals with physical, mental and/or cognitive disabilities in either a therapeutic, health care or educational setting; **OR** forty-eight (48) semester credits from an accredited college or university in health science, physical education or recreation, nursing, or a related health or social science field, and one year of experience as described above; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: mental, physical, emotional, and/or cognitive disabilities; human behavior including behavior modification techniques; anatomy and physiology; rehabilitation therapy services and overall treatment goals; basic medical terminology. **Ability to:** assist therapists in providing physical, occupational, industrial exercise/fitness, recreational, or other specified types of therapy; supervise and direct a group of patients during therapeutic activities in a mental health, ~~[mental-retardation]~~ **intellectual disabilities** or rehabilitation setting; maintain the cleanliness and sanitation of therapy areas and equipment; read and understand patient records; observe and document patient behavior; deal effectively with patients/clients who may be hostile and combative; perform basic mathematical computations as needed to prepare purchase orders and inventory supplies; follow written and oral directions; perform CPR and first aid procedures as required; maintain positive working relationships with patients, therapists, peers, referral sources and other individuals involved in the treatment plan; and promote a positive public image for the agency.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Activities Therapy Technician II.*)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>10.673</u>	<u>10.683</u>
ESTABLISHED:	7/1/87P 4/11/86PC	7/1/87P 4/11/86PC
REVISED:	10/19/90-3	10/19/90-3
REVISED:	7/1/99P 10/2/98PC	7/1/99P 10/2/98PC
REVISED:	8/15/03R 10/16/03UC	8/15/03R 10/16/03UC
REVISED:	6/19/15PC	6/19/15PC
REVISED:	3/9/16UC	3/9/16UC