

*CLASS SPECIFICATION FOR*  
**MH/DS Training Assistant**

**GENERAL STATEMENT OF DUTIES:** Assists in carrying out programs for mentally retarded or chronically mentally ill clients; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is mental health/mental retardation support work in the supervision and instruction of adults who are mentally retarded or chronically mentally ill. This is shift work, involving all waking hours, and may include overnight shifts. An incumbent in this class may transport clients to and from programs or activities, oversee their work in a supported employment environment or a center-based day support program, or provide support and assistance to individuals in group homes, supervised apartments or other community settings.

**EXAMPLES OF WORK** (illustrative only):

- Provides supervision and assistance to clients in basic self-help skills and/or independent living activities;
- Assesses clients' skills and abilities using established procedures;
- Provides support and supervision to clients as they participate in community integration activities;
- Provides transportation to and from activities and appointments, as needed;
- Completes required paperwork, which may include daily logs, support documentation, incident reports, medication forms or individual plans;
- Responds appropriately in emergency situations;
- May provide assistance with medication administration;
- Assists clients with problem solving and may provide limited crisis counseling;
- May assist in supervision of contract work;
- May provide instruction to relief staff;
- May maintain client charts, as assigned;
- May oversee petty cash and money management activities, as assigned;
- May perform routine clerical tasks such as typing, filing and answering the telephone;
- May perform quality control tasks in the workshop setting;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of mental retardation and/or mental illness and related problems; ability to work effectively with assigned client population; ability to carry out activities according to plans; ability to keep clear and concise notes and records; ability to demonstrate respect for clients; good interpersonal skills; patience; empathy; good judgment.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school and one (1) year of human services experience, preferably in working with persons with disabilities; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid Virginia driver's license. Requires fingerprint and criminal-records check. Some positions in the class may require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May require a pre-employment and/or annual physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position, or on standards established by the State of Virginia.