

*CLASS SPECIFICATION FOR*  
**MH/DS Case Aide**

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**GENERAL STATEMENT OF DUTIES:** Provides a variety of routine case and program support services for Mental Health and Developmental Services; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine case and program support work in assisting Mental Health and Developmental Services clients in obtaining services. Detailed instructions are given on new assignments. Once trained, the incumbent is expected to work independently from more general instructions. This class may also assume responsibility for designated or routine procedures. Supervision is received from an MH/DS Program Coordinator or MH/DS Case Manager.

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

- Serves as co-facilitator for parenting classes and may assist MH/DS Case Manager in planning class content and objectives;
- Transports adults and children to appointments, clinics, play groups and parenting classes;
- Helps clients use facilities and reports on any difficult problems concerning utilization of services;
- May serve as a play group aide, planning and implementing play group activities, purchasing supplies and maintaining equipment;
- Assists supervisors with office paperwork such as obtaining necessary verifications and arranging appointments;
- Makes reports to supervisor of work done and problems encountered;
- May participate in case conferences when appropriate;
- May complete forms, file and answer phones;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Some knowledge of mental health and retardation services and service provision; some knowledge of resources available to clients; some knowledge of everyday needs and problems of different client groups; ability to establish and maintain effective working relationships with children and adults, co-workers, and the public; ability to carry out tasks according to plans; ability to perform routine office duties such as filing, answering the phone, and completing forms.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school and one (1) year of public contact or human services work experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENT:** Possession of valid driver's license issued by the State of Virginia.