

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

MENTAL HEALTH TECHNICIAN TRAINEE

POSITION CODE: 27020  
Effective: 5/1/10

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period of time of from six and not to exceed twelve months, receives instruction and training in caring for individuals with mental illness or developmental disabilities; attends formal classes for instruction in routine nursing practices and techniques and to gain an elementary understanding of the causes, nature, treatment and habilitation of mental illness or developmental disabilities; provides daily direct care for individuals with mental illness or developmental disabilities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives a minimum of 120 hours in formal classroom training and a minimum of 400 hours in on-the-job training in the basic elements of nursing care, first aid and personal hygiene; participates in caring for individuals with mental illness or developmental disabilities by providing or monitoring required personal care services in bathing, brushing teeth, toileting, dressing and feeding; takes and records vital signs.
2. Participates in providing active treatment services for individuals in structured educational, vocational and activity programs; observes and interacts in various activities with individuals or groups; documents care, treatment and progress in an individual's active treatment plan or other designated records.
3. Performs light housekeeping duties in a residential care setting; sweeps, mops up spills, cleans tables, removes trash, and secures associated supplies and equipment in order to maintain a safe, clean and orderly environment, to model hygienic and socially appropriate behavior for the residents, and to assist with resident self help skills.
4. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## MENTAL HEALTH TECHNICIAN TRAINEE (Continued)

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to completion of high school.

#### Knowledges, Skills and Abilities

Requires ability to participate in and successfully complete a comprehensive training program.

Requires ability to provide the sincere interest necessary to work effectively with individuals with mental illness or developmental disabilities.

Requires ability to develop skills necessary to provide basic personal and nursing care services and to participate in programs of care, treatment and habilitation.

Requires ability to understand and effectively carry out written and oral instructions.

Requires ability to adjust to and function effectively in an environment with the mentally ill or developmentally disabled individuals.

Requires ability to write clear and concise statements of individual care, treatment and performance in accordance with approved guidelines.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.