



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Codes: 4084
4085

MENTAL ILLNESS EXTENDED TREATMENT AND CARE COORDINATOR

Individuals assigned to positions in this series are responsible for managing the activities associated with operating a partial care program for the mentally ill within a human service center or similar organization. Duties will include responsibility for planning, developing, coordinating, and evaluating psychosocial rehabilitation services such as psychiatric evaluations, psychotherapy, chemotherapy, occupational therapy, vocational rehabilitation, work activities, aftercare, and information and referral services. Manages and evaluates assigned staff personnel. Plans for and utilizes fiscal and materiel resources; provides for administrative support of programs; provides for and administers programs to enhance activity and employment opportunities for clients. Provides for development of staff personnel. Conducts assessment needs for partial care services. Represents the partial care function to other agencies and the general public. Provides for the operation of activities within requirements as established by statute, policy, and rules. May be required to conduct counseling or therapeutic services directly or develop such services through program staff. May be involved in contracting services and providing continuing quality assurance of services. May be required to obtain alternative funding sources through authorized agencies. May be required to perform other duties related to providing partial care services and commonly assigned to persons in positions within this series.

The levels in this series are based on responsibilities assigned to the positions. The actual level is determined by analysis and evaluation of responsibilities as reflected in provided documentation. Only those elements that distinguish levels of increased complexity, accountability, and/or knowledge, skill, or ability requirements will be considered in assigned grade levels. No specific task or combination of tasks should be construed to mean any one of the specific levels.

MINIMUM QUALIFICATIONS FOR ENTRY TO SERIES:

Requires a bachelor's degree in psychology, special education, social work, nursing, counseling, occupational therapy, physical therapy, child development and family science, communication disorders, severely multiply handicapped, vocational rehabilitation, or sociology; and four years of professional work experience in programs for the mentally ill; or a master's degree in one of the above fields and two years professional work experience in programs for the mentally ill.

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GRADE L

Responsibilities associated with this class consist of duties that may vary depending on circumstances and require some modification of procedures, processes, or methods to accomplish duties involved. Decisions involve analysis of the circumstances to determine tasks involved and appropriate modification to procedures, processes, or methods to accomplish the tasks. Guidelines are provided but require the use of

judgement in selecting and applying those most appropriate. Management responsibility includes directing the work of others involved in activities of the same or a similar nature and generally working toward a common goal. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. A specific impact on decisions affecting organizational goals and objectives exists as responsibilities include duties that produce significant portions of decisions made in conjunction with others.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with coordination and administrative management of activities within a partial care treatment. Requires knowledge, skill, and ability generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity. A high degree of interpersonal skill is required to be able to communicate with, motivate, and/or change behavior of others in the satisfactory performance of duties and responsibilities.

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GRADE N

Responsibilities associated with this class consist of duties that will vary depending on circumstances and require substantial analysis in selecting the appropriate procedures, processes, or methods for accomplishing the work. Decisions require the application of learned concepts and/or theories to accomplish a broad range of activities. Guidelines are provided but require the use of judgement in selecting and applying those most appropriate. Management responsibility includes directing the work of others involved in activities of the same or similar nature and generally working toward a common goal. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. Responsibilities include making final decisions affecting organizational goals and objectives and providing control of the outcome of decisions.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with coordination and administrative management of activities within a partial care treatment. Requires knowledge, skill, and ability generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity. A high degree of interpersonal skill is required to be able to communicate with, motivate, and/or change behavior of others in the satisfactory performance of duties and responsibilities.

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