

BEHAVIORAL HEALTH RECOVERY SPECIALIST AIDE

Definition:

Under direct supervision and in a learning capacity, to provide basic case management services to consumers/families with mental illness and/or substance abuse to achieve recovery, including routine monitoring, supportive and advocacy services; and to provide assistance to mental health professional staff.

Distinguished Characteristics

The Behavioral Health Recovery Specialist Aide is expected to possess the ability to work in a trainee capacity performing necessary non-professional work under direct supervision. Incumbents perform duties of increasing responsibility as expertise is gained. The Behavioral Health Recovery Specialist Aide is distinguished from the Behavioral Health Recovery Specialist I/II/III classification series by the limited degree of responsibility and decision-making afforded incumbents. Incumbents may be required to work flexible hours including evenings and weekends.

Essential Functions:

- Provides individual and group recovery-oriented behavioral health services to adults and children with mental illness and/or substance abuse.
- Ensures that services are individualized, emphasizing consumer/family strengths, abilities, needs, and preferences.
- Assists with individual and group rehabilitation and educational services to the chronically mentally ill, including but not limited to training in: independent living, activities of daily living, transportation, financial services, budgeting, etc.
- Assists professional staff in obtaining and documenting client information on various forms; and prepares and maintains case management records in accordance with system standards.
- Assists professional staff in providing limited client intervention.
- Keeps team and supervisor apprised of issues related to clients.
- Acts as an advocate for clients.
- Interacts with community agencies and other County department staff.
- Assists in organizing training activities; and with providing educational materials for community groups, mental health consumers, family members, and staff.
- Assists in gathering data and statistical information to be utilized by professional staff in developing reports.
- Transports clients to and from medical and social service appointments.
- Regularly visits consumers/families in the community to assess their home and educational situations, to recommend service needs, and to deliver services and support.
- Performs basic typing and computer tasks; accesses, utilizes, and maintains electronic records and files, including an electronic medical record computer program.

- Retrieves and return files.
- Assists in writing correspondence.
- Performs other job related duties as assigned.

Employment Standards:

Nine (9) months of full time paid experience working in a social service or mental health setting in a capacity requiring interaction with the chronically mentally ill OR completion of thirty (30) semester or forty-five (45) quarter units from an accredited college or university with course work in behavioral sciences.

Volunteer experience may be qualifying if confirmed in writing from a recognized organization.

Dependent upon assignment, applicants may be required to pass an extensive background investigation, and be fingerprinted. Disqualification for felony, misdemeanor, and traffic offenses will be assessed on a case-by-case basis.

A valid California Class "C" Driver's License is required at the time of appointment.

Knowledge of: basic case management principles and techniques; social service agencies in Kern County; basic vehicle and field safety procedures; office functions and procedures including basic computer and record keeping; crisis intervention techniques; basic math; and public relations.

Ability to: interact and train mental health consumers and their families; read and comprehend medical information; obtain and complete routine forms; maintain records; operate a vehicle in a safe manner; write clearly; recognize crisis situations and take effective action; understand and follow oral and written instructions; establish and maintain effective working relationships with staff, other County departments, public and private agencies; utilize a computer and associated software; access, utilize and retrieve electronic records and files.

A background check may be conducted for this classification.

All Kern County employees are designated “Disaster Service Workers” through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.