Mental Health Worker/Assistant
Job Summary

The MENTAL HEALTH WORKER/ASSISTANT is responsible for providing various patient-related services to meet personal care needs and to promote comfort and independence in the mental health setting. This individual understands that his/her patients are special and may require additional time and patience. The mental health assistant possesses excellent communication skills. Services are limited to those in compliance with the facility policies/procedures.

Education: Prefer completion of CNA course but on the job Mental Health experience is acceptable.

Licensure: State specific. Most require certification for hospital and nursing home setting.

Experience: One year experience as Mental Health Worker/Assistant in a mental health setting (client may waive the one-year experience requirement).

Skills: Must demonstrate technical skill and proficiency in the administration of personal care. Requires interpersonal skills. Possess flexibility and the ability to fit in as a team member. Able to function independently. Requires ability to perform personal hygiene and taking of vital signs.

Credentials: Current CPR and MAB or other crisis prevention/management
Current TB screening
Statement of good health
Other screening as required by specific facilities

Transportation: Reliable transportation and valid insurance coverage.

Environmental/ working conditions: Works in various client settings; possible exposure to blood, bodily fluids, and infectious disease. The ability to work flexible schedules to meet client's needs.

Physical/ mental effort: Requires prolonged standing, walking and the ability to lift an adult patient. Requires working under some stressful conditions to meet deadlines and patient's needs. Ability to

make quick decisions to meet each patient's individualized psychosocial needs.

Additional Qualifications:

1. Provides nursing care while ensuring a safe and sanitary environment.
2. Documents patients care accurately and completely.
3. Assists with collection of specimens, takes and records vital signs, assists in patient transportation and assists with feeding of patients.
4. Provide quality care that recognizes every patient as an individual, but which also acknowledges that everyone grows and develops in stages that are related to their age.
5. Confirms to client facility and nursing policies/procedures.
6. Complies with the Registry Network policies/procedures.
7. Maintains confidentiality relative to patient care and facilities practices.
8. Communicates information effectively to appropriate personnel to facilitate continuity of care of report changes in patient's conditions.
9. Accepts accountability for own practices.
10. Maintains competency by participating in continuing education programs and meets state specific requirements.
11. Complies with accepted ethical conduct and professional Standards of Nursing Practice as set fourth by the American Nurses Association.
12. Speaks, writes, reads, and comprehends the English language.
13. Reacts to change productively and performs other job-related tasks and duties assigned.

Employee Printed Name: _____

Employee Signature: _____ Date: _____

This job summary is not meant to be inclusive but rather function as a guideline.
Form updated 9-3-26