

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Behavioral Health Assistant

Definition

Performs routine, non-complex clinical support work under direct supervision in a state facility or intellectual disability program; assists with client intake, administers and scores basic screenings or assessments, supports treatment activities, and performs related non-clinical work; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Maintains records of test results, observational results, and other pertinent patient or resident information.

Administers standard group or individual tests to patients or residents in any of the state institutional programs; scores and reports results in writing to the supervisor; leaves interpretation to competent clinicians.

Provides limited psychoeducational or support services to residents under close clinical supervision.

Conducts preliminary literature reviews for special projects under the direction of a professional supervisor.

Observes and monitors residents' behavior and symptoms, alerting staff if concerns arise.

Attends staff and in-service training meetings as required.

Conducts and reports in writing the results of psychological observations of institutional residents' behavior; tracks data.

Writes and reviews reports and other clinical documentation as required.

Works with community service organizations and programs to manage the serious and challenging behavior of individuals with co-occurring or dual-diagnosis behavioral health needs, including helping coordinate care across settings.

Completes functional assessments and develops behavior support plans, which include interventions consistent with those that have been identified as "best-practice" in the professional literature and improve community provider's skills in doing the same.

Leads psychoeducational group sessions and recreational activities.

Competencies Required

Knowledge:

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Administrative – Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.
- Psychology – Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Therapy and Counseling – Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Sociology and Anthropology – Group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.
- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Abilities:

- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension - Read and understand information and ideas presented in writing.
- Oral Comprehension - Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Category Flexibility – Generate or use different sets of rules for combining or grouping things in different ways.
- Fluency of Ideas – Come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Flexibility of Closure – Identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Originality – Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

Skills:

- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Negotiation – Bringing others together and trying to reconcile differences.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Coordination – Adjusting actions in relation to others' actions.
- Persuasion – Persuading others to change their minds or behavior.

Minimum Qualification Requirements

Graduation from an accredited four-year college or university with a degree in psychology, mental health counseling, applied behavior analysis, substance use, clinical social work, behavioral sciences, mental health, or a closely-related field.

Notes

Within a period of time after hire, as determined by the appointing authority, employees in this class may be required to obtain one or more of the following certificates, licenses, or endorsements:

- Licensed Clinical Alcohol & Drug Abuse Counselor (LCADAC)
- Registered Behavior Technician (RBT)
- Board Certified Assistant Behavior Analyst (BCaBA)

Effective date: 06/25 KC