

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

***Occ. Code 5570400***

<b>Mental Hygiene Therapy Assistant, Grade 12</b>	<b>5570400</b>
<b>Mental Hygiene Therapy Assistant, Grade 13</b>	<b>5570500</b>

Brief Description of Class Series

Mental Hygiene Therapy Assistants supervise Mental Health Therapy Aides providing direct care services to individuals diagnosed with mental illness assigned to inpatient units within facilities of the Office of Mental Health (OMH). Incumbents assist treatment teams in the development of individual treatment plans; supervise and monitor the implementation of treatment programs and services; respond to crisis and emergency situations; and maintain a safe, clean, and therapeutic environment for individuals.

Positions are classified in OMH.

Distinguishing Characteristics

*Mental Hygiene Therapy Assistant 1:* supervisory level; supervises Mental Health Therapy Aides providing direct care services to individuals in an inpatient unit(s) on an assigned shift.

*Mental Hygiene Therapy Assistant 2:* supervisory level; supervises Mental Health Therapy Aides providing direct care services to individuals in an inpatient unit(s) on an assigned shift; and may supervise Mental Hygiene Therapy Assistants 1.

Related Classes

Mental Health Therapy Aides work in mental health facilities and medical centers and perform a variety of tasks related to the care, nurturing, treatment, education, socialization, habilitation, recovery, healing, and support of individuals diagnosed with a mental illness.

Illustrative Tasks

### *Mental Hygiene Therapy Assistant 1*

Supervises Mental Health Therapy Aides on an assigned shift.

- Determines and schedules staff assignments; tracks time and attendance; completes performance evaluations; and provides guidance and training to staff in the implementation and documentation of services.
- Executes and supervises the implementation of individual treatment plan activities and programs; and maintains and reviews documentation to ensure compliance with applicable guidelines, instructions, and regulatory requirements.
- Observes and documents individual behaviors and responses to treatment; attends treatment team meetings, and communicates and discusses observations; and may suggest alternative programs and services to meet individuals' needs.

Maintains a safe, clean, and therapeutic environment for individuals.

- Routinely inspects living areas and activity spaces; and arranges, performs, or supervises routine maintenance, minor repairs, and housekeeping activities.
- Monitors and maintains inventories; and ensures the proper use and availability of supplies and equipment for individual treatment activities and services.
- Responds to and assists in crisis and emergency situations following established guidelines, procedures, and first-aid techniques.

### *Mental Hygiene Therapy Assistant 2*

Performs the same duties and tasks as a Mental Hygiene Therapy Assistant 1, including the full range of supervisory duties for Mental Health Therapy Aides on an assigned shift; and may supervise Mental Hygiene Therapy Assistants 1.

### Minimum Qualifications

#### *Mental Hygiene Therapy Assistant 1*

Promotion: one year of service as a Licensed Practical Nurse, Mental Health Therapy Aide, Secure Care Treatment Aide, or Teaching Assistant.

#### *Mental Hygiene Therapy Assistant 2*

Promotion: two years of service as a Mental Hygiene Therapy Assistant 1.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 2/2021

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