

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

Classification Standard

**Occ. Code 5571300**

**Mental Health Therapy Aide, Grade 9**

Brief Description of Class

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. Incumbents support, instruct, and assist individuals in developing the necessary skills to attain personal goals, live, be educated, work, and socialize successfully in the community.

Positions are classified in the Office of Mental Health (OMH) and medical centers of the State University of New York.

Distinguishing Characteristics

*Mental Health Therapy Aide:* full performance level; under the supervision of a Mental Hygiene Therapy Assistant, professional, or clinical staff, provides direct care services and support to individuals diagnosed with mental illness.

Related Classes

Mental Hygiene Therapy Assistants supervise Mental Health Therapy Aides providing direct care services to individuals diagnosed with mental illness assigned to inpatient units within OMH facilities.

Secure Care Treatment Aides treat and care for individuals with mental illness, or with emotional or social behavioral problems who are manipulative, treatment resistant, and/or dangerous to themselves or others; and provide a safe, secure, and stable environment within which these individuals can receive the intensive care needed for stabilization and treatment.

Illustrative Duties

*Mental Health Therapy Aide*

Provides direct care services and support to individuals diagnosed with mental illness.

- Assists and instructs individuals in attending to personal care tasks concerning hygiene, grooming, nutrition, and daily living.
- May personally bathe and groom individuals who are unable to take care of their own personal hygiene needs independently.
- Ensures that sufficient and appropriate attire is available, assists individuals in selecting clothing and in dressing individuals who require help.
- Ensures that the food provided or selected is appropriate for those on a special diet prescribed by a dietitian; feeds or assists in feeding individuals who require assistance.
- Assists and encourages individuals to participate in physical, social, recreational, educational, and other rehabilitation goals to enhance the individual's recovery, and draw individuals into fuller participation in the life of their family and community.
- Organizes and encourages individuals to participate in, accompanies, and/or transports individuals to social activities such as dances, picnics, shopping visits, field trips to cultural and athletic events, and after school and weekend activities.
- Accompanies and/or transports individuals to medical appointments as necessary.
- May assist in developing educational, vocational, and social skills within the framework of the individual's treatment/service plan.
- May work with the individual and various human services providers to advocate for and assist in meeting the individual's work, housing, and schooling needs.
- Encourages and coaches individuals to participate in physical activities, exercise, and athletic games, to promote physical well-being.
- Instructs and supports individuals in the performance of tasks, such as shopping, meal preparation, housekeeping, transportation, and routine household operation and maintenance.
- May lead skills development or activity groups with individuals and families as appropriate.
- May perform simple clinical procedures as prescribed; administer medication; supply individuals in all settings with individual doses of prescribed medication and/or monitor individuals' self-administration of medication; count appropriate

doses of medication, and maintain medication records; and take and record temperature, blood pressure and pulse rate.

- May administer foot baths, irrigations, whirlpool baths, ear drops, and eye drops, change and dress minor wounds following prescribed procedures, and administer first aid treatment in the event of minor burns, cuts, and abrasions.
- Observes individuals' behavior and specific responses to treatment and rehabilitation programs, support services, and medication; and reports observations verbally or in writing.
- Participates in treatment team meetings by communicating observations concerning individuals' progress and reaction to various programs and services; and may suggest alternative programs or procedures to revise an individual's treatment/service plan.
- Documents all significant behavioral responses in prescribed format.
- Assists in crisis and emergency situations to protect the welfare of individuals, staff, and others.
- Observes the physical environment and performs housekeeping tasks as necessary to ensure the maintenance of a safe, clean, comfortable, and healing environment for individuals.
- May assist and supervise individuals in meal preparation, laundry, and light housekeeping tasks; may schedule activities and tasks; and provide training to other staff assigned to provide treatment and care to individuals.

### Minimum Qualifications

#### *Mental Health Therapy Aide*

Open Competitive: a high school or equivalent diploma.

**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 required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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