

RESEARCH ASSOCIATE - MENTAL HEALTH

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent is responsible for proposing, planning, and conducting research into all phases of the Community Mental Health Board's activities to evaluate past, present, and projected programs and procedures. Supervision may be exercised over a small number of lower level professional and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in selecting specific areas of the mental health program for study and research;

Designs research projects, including methods, statistical procedures, field surveys, and analysis of data;

Develops and carries out studies of clinic activities, patient loads, and treatment practices;

Designs community studies to measure specific needs for mental health services;

Analyzes the functions of the various professional disciplines in the mental health program;

Consults with administrative staff on procedures for statistical reporting;

Analyzes statistical data, and prepares reports for internal and external use;

Cooperates with other staff members in the design of research and study projects;

Works with professional and lay groups in the development of research and study projects;

Makes recommendations based on the results of research projects;

Keeps current on developments in mental health programs throughout the country.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of research methods; good knowledge of statistical methods; familiarity with the methods by which statistical data may be effectively presented for machine processing; ability to prepare and present concise, accurate reports, both orally and in writing; ability to work cooperatively with professional and lay associates; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) a Master's Degree* in Sociology, Psychology, Economics, Social Work, Public Administration or Public Health and three years of professional experience in research in one of the above fields; or (b) five years of professional experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Possession of a valid license to operate a motor vehicle in the State of New York.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.