

## Job Description Resources

Following are resources that may be useful in writing a job description for professionals working in mental health, prevention, and behavioral health care, including sample job descriptions, how to use job analysis, and tools to write a job description.

### Building a Job Description

The Department of Labor (DOL) developed [Career Onestop](#), which is an "online career development resource." Career One Stop features multiple tools such as O\*Net and America's Career InfoNet, which may be helpful in formulating job descriptions. Also, the [Job Description Writer](#) by Career One Stop may be helpful.

### Job Description Components and Planning

[Job Description Mental Health Worker](#) provides information on important elements to include in a job description for a Mental Health Worker.

[Mental Health and Substance Abuse Social Worker](#) job descriptions and jobs are provided by Career Ladder, which describes tasks, knowledge requirements, skill requirements, ability, and job activities for mental health and substance abuse workers as well as job seeking resources and links.

[Mental health worker: Job description and activities](#) is maintained by Graduate Prospects—the UK's leading provider of information, advice, and opportunities to students and graduates.

[Overcoming the Fear of Change – The Job Description Makeover](#) provides concrete advice, including “Now that you know how to clearly define your values, the next step is to describe the changes you'd like to make in your new job.”

[Developing Effective Job Descriptions for Small Businesses and Farms](#) is an article written by Craig Dobbins and Cole Ehmke and sponsored by Purdue University provides concise descriptions of essential elements of effective job descriptions along with job analysis template, job description template, and samples that are universal to any job description needs.

[Interviewing Skills](#) is a guideline written and compiled by Cabrillo College Student Employment Center that provides advice on writing good job descriptions and getting ready for an interview.

### Job Analysis

[How Do We Make Practical Use of Data Gathered Through Job Analysis?](#) Is an article written by Patsy Svare of the Chatfield Group and hosted by CiteHR Human Resource Management Index that provides simple tips and analysis of how to use results from a job analysis.

## **Sample Job Descriptions**

[Job Descriptions by Profession](#) is put together and maintained by Santa Barbara County Human Resources.

[Mental health worker job description](#) by Human Resources provides sample job descriptions.

[Mental Health Social Worker Job Profile and Description](#) by Free Job Descriptions provides a variety of sample job descriptions.

[Nonprofit job descriptions](#) provide sample job description useful for nonprofit sector jobs that is maintained by the Foundation Center.

## **Job Descriptions – Generational**

[Gen Y Job Seekers Say It's Time for a Job Description Makeover](#) this article describes responses of 117 students and recent grads from 35 different States who reviewed actual job descriptions from five global companies across a variety of industries and what they lacked. It also provides resources on how to write effective job descriptions.

[Experience](#) links college graduates with jobs.

## **Job Descriptions – Accommodations/ADA**

[Job Accommodation Network \(JAN\)](#) provides the Job Description Writer, which is maintained by West Virginia University and written by Beth Loy, Ph.D. JAN is a free consulting service that provides information about job accommodations, the Americans with Disabilities Act (ADA), and the employability of people with disabilities.