

## JOB DESCRIPTION

<b>Title:</b> <b>Mental Health Worker</b>	<b>Division/Department:</b>
<b>Department:</b> <b>ARMHS</b>	<b>FLSA (Fair Labor Standard Act) Status:</b> <b>Hourly</b>
<b>Reports To:</b> <b>ARMHS Treatment Director</b>	<b>Employment Status: PT - FT</b> <b>FT</b>

### **SUMMARY**

The ARMHS staff will provide adult rehabilitative mental health services that instruct, assist, and support the recipient in basic living and social skills. These activities are to help restore a recipient's skills for managing his or her illness and everyday independent living. The service areas would include: interpersonal communication skills, community resource utilization and integration skills, crisis assistance, relapse prevention skills, health care directives, budgeting and shopping skills, healthy lifestyle skills and practices, cooking and nutrition skills, transportation skills, medication education and monitoring, mental illness symptom management skills, household management skills, employment-related skills, and transition to community living services.

### **PRIMARY RESPONSIBILITIES**

- Provide skills training, assessment and monitoring in the areas identified in the client's Diagnostic Assessment and Functional Assessment.
- Creating and Reviewing of Treatment Plans and Functional Assessments
- Provide services in a one to one and group format, in the recipient's home and in the office.
- Participate in regular staff/team meetings.
- Maintain records of progress for each face-to-face meeting and telephone contact with client. Reports will include an assessment of client's ability to function and manage the symptoms of his/her illness based on observation and interaction with the client. As a result of the assessment, Practitioner will decide the appropriate interventions or assist the client in obtaining and maintaining the highest level of independence possible.
- Maintain records of contact with other providers and or collateral contacts regarding client care.
- Assist clients to create a treatment plan.
- Schedule appointments and see the client to give requested services for the amount of time and frequency agreed upon by the clinical treatment team and client, and as needed based on the client's immediate needs.
- Coordinate and cooperate with other agency and community providers to provide the best possible care for the client. This practitioner will complete all necessary Release of Information documents for communication with other providers and keep these current for each client in order to be compliant with HIPAA and Data Privacy guidelines.
- Participate in medication monitoring.

- Monitor client progress and with the clinical team, modifies the treatment plan as appropriate. Communicates changes in service needs and recommendations to Clinical Supervisor/Mental Health Professional, Treatment Director, Case Manager, and other members of the treatment team on an ongoing basis to coordinate client care.
- Intervene as necessary for emergencies and/or when he/she assesses that the client is unable to manage his/her illness in a reasonable manner. Contact to appropriate emergency services, doctors, staff, and emergency family contacts will be made to alert them of intervention planned or taken.
- Meet regularly with Clinical Supervisor/Mental Health Professional/Treatment Director for individual and group reviews of client needs and receive direction for treatment. Annual chart audits will be completed.
- Must be able to transport clients in the community.
- Complete all paperwork, reports, and charting contemporaneously and in an organized manner.
- Participate actively in on-going professional growth and development; maintain appropriate professional behavior and participate in appropriate supervision.
- Maintain a pattern of regular work hours as determined and assigned.
- Other duties as assigned.

## **SECONDARY RESPONSIBILITIES**

Performs miscellaneous projects and completes various tasks as requested by management.

Occasional public speaking.

## **JOB SPECIFICATIONS**

### **Education, Experience and Credentials**

- Completed 2,000 hours of supervised experience in the delivery of clinical services in the treatment of mental illness.

### **Level of Access for Electronic Protected Health Information**

Clinical Staff

### **Knowledge, Skills and Abilities**

- With training, be knowledgeable about Illness Management and Recovery Principles
- With training, be knowledgeable about Integrated Dual Disorder Treatment
- Be knowledgeable about and utilize various substance abuse treatment modalities such as harm reduction and motivational interviewing.
- Have knowledge of evidence-based clinical practices.
- Have demonstrable working knowledge of Vulnerable Adults Laws and other pertinent rules and regulations.
- Knowledge of symptoms and course of serious and persistent mental illness as well as medications and other therapies used to treat mental illness.
- Knowledge of practices and techniques of community mental health services.
- Knowledge of community resources.
- Knowledge of supportive counseling techniques, independent living skills/teaching and crisis intervention techniques.
- Ability to communicate effectively orally and in writing.
- Ability to use a computer for word-processing, documentation, and billing.
- Ability to develop appropriate therapeutic relationship with clients.
- Ability to be flexible with schedule and in response to client needs.
- Ability to work independently and as a member of an interdisciplinary team.\
- Ability to assess and manage crisis situations.
- Must have a car, MN driver's license and be able to drive, day or evening hours.
- Be able to speak, clearly understand and write the English language.
- Be able to accommodate flexible working hours.

## **PHYSICAL REQUIREMENTS**

- Use phone and computers throughout the workday.
- Drive.
- Stand occasionally.
- Walk frequently.
- Climb flights of stairs.

- Lift up to 30 pounds

**TOOLS AND EQUIPMENT USED**

Computer, phone, and vehicle use

**WORK ENVIRONMENT**

This staff will work out of office space located at SAGE Enrichment Center and at our Waseca office. This staff will commonly meet with individuals in their homes and in various Community settings.

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Employee Signature

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Date

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Supervisor Signature

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Date