

## JOB DESCRIPTION

<b>Title:</b> Mental Health Rehabilitation Worker	<b>Division/Department:</b> Community Programs
<b>Department:</b> Safe Harbour	<b>FLSA (Fair Labor Standard Act)Status:</b>
<b>Reports To:</b> Director of Safe Harbour	<b>Employment Status: PT - FT</b>

### **SUMMARY**

This position exists to assure supervision and safety of the residents and facility. Under the direction of the mental health professional, staff provide direct supportive services (mental health and chemical health) and emergency intervention when needed. Tasks include resident education on mental health issues, completing crisis assessments, various screenings tools, providing coping skill education and modeling (deep breathing, muscle relaxation, distraction, visualization, etc.) prompting and observing residents to meet their activities of daily living. Complete professional documentation of client interaction. Coordinate and communicate with relevant professionals related to the care and well being of the resident.

### **PRIMARY RESPONSIBILITIES**

Supervise residents to assure their health and safety; plus

- Respond immediately to emergency situations following established policies and procedures.
- Facilitate one to one and group interventions and educational lessons using Illness Management and Recovery (IMR) or Integrated Dual Disorder Treatment (IDDT) materials or materials provided by the MH Professional.
- Consult with the mental health professional on any psychiatric emergency, and follow directions as given.
- Provide a supportive, recovery model and strengths based perspective with all residents
- Complete all client skill building and mental health interventions as assigned by the mental health professional
- Closely monitor activities throughout the facility
- Conduct periodic room checks throughout the facility
- Regularly conduct fire drills, severe weather drills
- Maintain safe access to medications for residents
- Follow instruction and direction from lead staff

## **SECONDARY RESPONSIBILITIES**

Performs miscellaneous projects and completes various tasks as requested by management, including but not limited to:

- Maintain a clean and safe environment
- Remove hazards, including snow and ice, from walkways
- Provide appropriate security for hazardous materials
- Complete housekeeping duties if needed and not completed by the janitor, including:
  - Vacuuming and dusting
  - Mopping kitchen and bathroom floors
  - Launder the towels and linens
- Prompt and assist residents in daily chores, organization and cleaning of resident rooms.
- Supervise residents as they take medications to assure compliance and accuracy
- Meals: Pick up and set up meals from the contracted vendor and properly store food and clean up the kitchen and dining room following each meal.
- Provide timely transportation of residents to access health-related or essential services.
- Provide on-site and off-site recreational activities
- Provide timely transportation to and from activities
- Promote resident involvement in recreational activities
- Participate with residents during activities, assist residents in identifying the healthy results from exercise

## **JOB SPECIFICATIONS**

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

1. Must pass required Applicant Background check
2. Be 21 years of age or above
3. Meets the standards for Mental Health Rehabilitation Worker per DHS guidelines as listed below.

Mental Health Rehabilitation Workers must meet the following 4 requirements:

1. Must be at least 21 years of age
2. Have a high school diploma or equivalent
3. Must successfully complete 30 hours of training during the two years prior to hiring in each of the following areas:
  - Recipient rights
  - Recipient-centered individual treatment planning
  - Behavioral terminology
  - Mental illness
  - Co-occurring mental illness and substance abuse
  - Psychotropic medications and side effects
  - Functional assessment
  - Local community resources
  - Adult vulnerability
  - Recipient confidentiality
4. Meets one of the qualifications in A. **or** B.
  - A. Have associate of arts degree in one of the behavioral sciences or is a registered nurse without a bachelor's degree, or within the previous 10 years has :
    - Three years personal life experience with serious and persistent mental illness
    - Three years personal life experience as primary caregiver to an adult with a serious mental illness or brain injury
    - 4000 hours supervised paid work experience in the delivery of mental health services to adults with a serious mental illness or brain injury
  - B. Is fluent in non-English language or competent in culture of ethnic group to which at least 20 percent of rehab worker's recipients belong, and
    - receives monthly documented individual clinical supervision during the first 2000 hours employment
    - has 18 hours of documented field supervision by a mental health professional or practitioner during the first 160 hours of contact work with recipients and at least 6 hours of field supervision quarterly during the following year

- has review and co-signature of charting of recipient contacts during field supervision by a mental health professional or practitioner and
- has 15 hours of additional continuing education on mental health topics during the first year of employment and 15 hours during every additional year of employment

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

- Clinical level

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

- Ability to handle confidential information responsibly
- Ability to effectively relate to residents in community or facility.
- Availability and flexibility to work additional hours, as need dictates.

Skills needed: Clarity in verbal and written communication, sensitivity, accuracy, good logic, adaptability and flexibility, teamwork in an interdisciplinary setting, sense of humor, initiative, stress tolerance and safety awareness.

### **PHYSICAL REQUIREMENTS**

- Must be able to independently conduct fire drills twice yearly and accept direction when drills are assigned.
- Must be ambulatory with ability to walk up and down steps regularly and rapidly.
- Must be able to move about the building at a rapid pace in response to emergencies.
- Must be able to perceive, assess and respond to resident needs rapidly and accurately.
- Must be able to work assigned shifts with alertness to resident and facility needs.
- Must be able to supervise residents in medication self-administration with accuracy. (Safe Harbour Registered Nurse to work with Staff to regularly assess skills for supervision of resident medication self-administration)
- Must be able to perform reaching and lifting activities of up to 30 pounds.

- Must be able to perform household cleaning duties to include mopping, dusting, plunging toilets, moving furniture and keeping walkways safe and clear of snow and ice.
- Must maintain a valid Minnesota driving license with a safe record.
- Must have own a vehicle and be able to drive the Center's vehicles.

### **TOOLS AND EQUIPMENT USED**

- Computer (word processing, electronic records, email, internet, scan and fax)
- Phone
- Driving-car, van
- Blood pressure cuff (with training)
- Dishwasher, vacuum cleaner, & laundry equipment
- Printer

### **WORK ENVIRONMENT**

- Mainly in the residential facility, moving throughout the building to address resident needs.
- Organizing and facilitating group outings into the community and a variety of community settings.

#### **How to apply:**

Please click the [SCHRC application form](#) to download and save the application, than e-mail application and resume to [williep@schrc.com](mailto:williep@schrc.com). EEO/AA