



## Job Description

**Job Title:** Mental Health Technicians

### **JOB SUMMARY**

Participates in the development and implementation of clients' behavioral programs by providing care and close supervision of facility clients, documenting behavior, developing positive relationships with clients and co-workers, following facility policies and procedures, implementing treatment plans, and providing crisis intervention, as necessary.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

1. Contributes to the effective implementation of individual recovery plans of clients through supervision, positive interaction and role modeling, appropriate scoring of observed behaviors, and appropriate consequences or limit setting based on behaviors and program definition.
2. Maintains safety and security of the facility through close observation and monitoring of the clients.
3. Promotes development of clients' daily living skills.
4. Stimulates clients' interest and cooperation in various individual and group activities and programs through positive interaction, instruction, supervision, feedback, and encouragement.
5. Completes accurate and timely documentation on client's behavior.
6. Provides limited one-to-one contact with clients focusing on social development.
7. Assesses and ensures the needs of the clients are being met in relation to clothing, linens, and personal hygiene supplies. Supervises personal hygiene tasks.
8. Accompanies clients to program, mealtime, outdoor/indoor recreation, and education activities and participates in their supervision and instruction as needed. Transport's clients to and from medical appointments or other activities as directed.
9. The incumbent assists in crisis situations as appropriate, following emergency protocols and procedures. He/she practices and is competent in avoidance preventing escalation, and will work to prevent physical restraint techniques, avoiding crisis situations or to neutralizing crises in progress. ProCare/ProAct certified.
10. Assures cleanliness and orderliness of the assigned work area/unit and proactively assists in all security, maintenance, and safety functions as required for the overall facility.
11. Promotes a recovery, wellness, and healthy lifestyle, including drug free.
12. Assists clients with meal preparation, kitchen safety, groceries, and kitchen clean-up.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. An individual must be able to perform the duties in a positive work mode and serve as a positive role model and influence for youth and peers. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be at least 18 years of age; required health screening, TB clearance, criminal record clearance.

- 1. EDUCATION/EXPERIENCE:** High School diploma or GED. One (1) year experience working in the mental health field required. Experience working in a program or in a residential setting is preferred. If an employee does not have a minimum of one (1) year fulltime experience working in a program serving people with a psychiatric diagnosis, then a plan of supervision is required and will be put into place.
- 2. LICENSES/CERTIFICATIONS:** Valid State Driver License. Valid First Aid / CPR certified.
- 3. LANGUAGE/CULTURAL SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and policy/procedure manuals. Ability to write routine reports, correspondence, and document client behavior. Ability to speak effectively before groups of clients or employees of organization. Bilingual preferred. Solid understanding of a variety of cultures and able to effectively communicate, understand and correspond with those cultures.