



TITLE: Mental Health Rehabilitation Worker

Hours Worked:

May be full or part-time; hours may include day time, afternoons, evenings and weekends. Usual scheduled hours should be established upon hiring. All persons in this position should be prepared to work weekends and holidays. Schedule changes may be made upon short notice to meet requirements of the program.

Benefits:

Benefit qualifications are dependent on hours worked. See personnel policies for further clarification of benefits.

Responsibility:

To work cooperatively with the Treatment Director and other staff in developing, implementing and evaluating client care and programming.

Provide direct care services to the clients including assisting in maintaining a clean, safe living environment, meal preparation and supervising, training and assisting the clients in every aspect of their life.

Responsible To:

A mental health rehabilitation worker means a staff person working under the direction of a mental health practitioner or mental health professional and under the clinical supervision of a mental health professional in the implementation of rehabilitative mental health services as identified in the recipient's individual treatment plan who:

Qualifications:

A Mental Health Rehabilitation worker:

- is at least 21 years of age;
- has a high school diploma or equivalent;
- has successfully completed 30 hours of training during the two years immediately prior to the date of hire, or before provision of direct services, in all 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; and
- meets the qualifications in sub item (a) or (b):
 - a) has an associate of arts degree or two years full-time postsecondary education in one of the behavioral sciences or human services; is a registered nurse without a bachelor's degree; or who within the previous ten years has:
 - three years of personal life experience with serious and persistent mental illness;

Thrive Behavioral Network, LLC

- three years of life experience as a primary caregiver to an adult with a serious mental illness or traumatic brain injury; or
 - 4,000 hours of supervised paid work experience in the delivery of mental health services to adults with a serious mental illness or traumatic brain injury; or
- b) Or
- is fluent in the non-English language or competent in the culture of the ethnic group to which at least 20 percent of the mental health rehabilitation worker's clients belong;
 - receives during the first 2,000 hours of work, monthly documented individual clinical supervision by a mental health professional;
 - 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 six hours of field supervision quarterly during the following year;
 - has review and cosignature 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.

Note: The 30 hours of training indicated must be fulfilled prior to when the Mental Health Rehabilitation Worker provides services to recipients in the program (IRTS and CS). Mental Health Practitioners and Mental Health Rehabilitation workers who provide crisis stabilization services must have completed at least 30 hours of training in crisis intervention and stabilization during the past two years.

Mental Health Rehabilitation workers who work as overnight staff. (IRTS only) Mental Health Rehabilitation workers who work as overnight staff in IRTS programs are not required to comply with items A or B. Note: This exemption does not apply in the delivery of Crisis Stabilization Services.

* Degree of Authority to Act:

A = Independently **B** = With supervisory consultation

Responsibilities and Standards of Performance:

- To provide an atmosphere that will stimulate clients' development of self-confidence and self-worth.
 - **A1.** Maintain a clean, safe and well maintained environment in client living and staff areas.
 - **A2.** Oversee client domestic responsibilities, educating and assisting them as needed to promote self-worth.
 - **A3.** Verbally communicate with clients in a supportive and positive fashion throughout daily interactions.

Thrive Behavioral Network, LLC

- To supervise and be actively involved with clients at all appropriate times, stimulating positive social interaction.
 - **A1.** Be available to clients at all times doing at least quarter hour checks.
 - **A2.** Act as an appropriate role model for clients.
 - **B3.** Plan and be actively involved in all recreational and programmatic aspects of scheduled shift.
 - **B4.** Provide appropriate supervision, assistance and training in meeting clients' physical and emotional needs such as nutrition, grooming, socialization, family involvement, etc.
- To be responsible as a primary staff person for assigned clients including program development, assessment and documentation.
 - **B1.** Complete a Vulnerable Adult Assessment at client's admission.
 - **B2.** Complete Functional Assessment within 10 days of admission and update it as necessary.
 - **B3.** Complete Individual Treatment Plan within 10 days of admission.
 - **B4.** Participate in weekly client program reviews.
 - **B5.** Completely and accurately document work with client during their program.
 - **B6.** Complete client Discharge Summary and Plan prior to discharge.
 - **B7.** Supervise and assist clients in achieving treatment goals through individual and group activities.
 - **B8.** Complete all programming documentation for clients including goals and objectives documentation.
 - **B9.** Complete daily logs, accident/incident reports, fire drills, etc.
- To provide supervision, assistance, and training to clients in meeting their medical and health care needs.
 - **B1.** Supervise administration of medications according to healthcare providers' prescriptions and policies of the organizations.
 - **B2.** Assist in making and keeping healthcare provider, psychological, and dental appointments.
 - **B3.** Educate clients regarding their medications, side effects, time lines, and effects on the symptoms of their illness.
 - **A4.** Document all medical concerns, appointments, medical administrations, destruction, etc.
 - **A5.** Consult with Licensed Registered Nurse regarding questions about medication administration and education.
- To provide education and assistance to clients in managing their personal funds.
 - **B1.** Assist clients in filling out any needed forms for application M.A., S.S.I., G.A. or requested assistance forms.
 - **B2.** Assist clients in budgeting personal funds to meet personal needs on a monthly/weekly basis.
 - **B3.** Assist clients in developing a plan to pay or defer any previous bills presently being billed for.

Thrive Behavioral Network, LLC

- To maintain open and honest communication with the Treatment Director and other staff, promoting the concept of teamwork and support.
 - **A1.** Keep Treatment Director informed of all significant happenings.
 - **A2.** Communicate client needs, program and household information to other staff via staff communication notes.
 - **B3.** Assist in orientation of new staff.
- To know, uphold and support the policies, procedures and philosophy of this facility and organization.
 - **A1.** Read and utilize the Policy and Procedure Manual on an ongoing basis.
 - **A2.** Follow all procedures listed in the policy handbook.
- To participate in all training necessary to this position as specified by policy and Treatment Director.
 - **A1.** Attend and participate in all scheduled staff meetings.
 - **B2.** Attend all mandatory in-services.
 - **A3.** Attend and participate in total number of required in-service hours per year (see personnel policies).
- All others duties as assigned and documented by the Treatment Director or Mental Health Professional.

I acknowledge that I have read and understand this document.

Date of Hire

First Date of Direct Contact

Signature

Date