

## Northeastern Center, Inc. NOTICE OF OPEN POSITION

Order Key #: 2127  
Job Key #: 152 Residential MHT - 2nd  
Date Posted: 05/03/2021  
Date Closed: 05/10/2021  
Work Location: Supervised Group Living I - Kendallville  
Department: 21 Residential - SGL (Kvill)  
Shift: Second Shift  
Position FTE: 100  
New Position: No

Duties: This person provides direct treatment to Supervised Group Living residents and reports in written and verbal format on treatment planning and progress of individual residents


Education Requirements: High school diploma or equivalent

Licensure Requirements: Must possess a valid Indiana driver's license with the ability to obtain the For Hire endorsement.

Experience Expectation: 3 years experience in mental health or health-related fields preferred.

Salary Classification: Residential Tech - 2nd Shift

*Submit Application To Human Resources*

Signed: 

Date: 5/3/2021

**Northeastern Center, Inc.**  
**POSITION OPENING**

**Position Title:** Residential MHT - 2nd

**Position Type:** Administrative

**Position Location:** Supervised Group Living I - Kendallville

**Shift:** 2nd Shift

**Full or Part Time Status:** Full Time

**Position Duties:** This person provides direct treatment to Supervised Group Living residents and reports in written and verbal format on treatment planning and progress of individual residents

**Experience Expectations:** 3 years experience in mental health or health-related fields preferred.

**Education Expectations:** High school diploma or equivalent

**Date Position Opened:** 05/03/2021

TOPICAL AREA: Job Descriptions  
POLICY NUMBER: JD1025

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PROGRAM BOOKS FILED UNDER:Human Resources (PS)  
Supervised Group Living (SG)  
Crisis Stabilization (AC)DOCUMENT TYPE:  Policy  Procedure  Statement of InformationDATA LOCATION: \POLDOC\JD1025DATE ISSUED: January 1, 2006LAST REVIEW DATE: January 1, 2020LAST REVISION DATE: January 1, 2018SUPERSEDES: January 1, 2012ISSUED BY: Chief Clinical OfficerNEXT REVIEW DATE: January 1, 2022REVIEW RESPONSIBILITY: Chief Clinical OfficerPOSITION SUMMARY:

A Mental Health Technician (MHT) performs training in activities of daily living (ADL) as a member of a multidisciplinary team. Services are provided in an individual, group, or milieu setting in accord with the individualized recovery plan placing an emphasis on skill acquisition and skill building.

JOB RELATIONSHIPS:

A. Reports to: Residential Program Director

DUTIES AND RESPONSIBILITIES:Professional Competencies

## 1.0 Understands basic concepts of mental illness:

- 1.1 knows major psychiatric diagnoses (defines symptoms);
- 1.2 identifies significant changes in the disease process (perception, thought, mood behavior);
- 1.3 identifies healthy lifestyle criteria and therapeutic intervention techniques;
- 1.4 has basic understanding of psychotropic medications (their purpose, side effects, adverse reactions).
- 1.5 adequately assesses and appropriately documents functional status on an ongoing basis.

## 2.0 Possesses learned skills basic to the job duties

- 2.1 understands Psychosocial Rehabilitation principles as they relate to Case management services;
- 2.2 understands and teaches ADL skill building to consumers in identified client need area;
- 2.3 understands basic techniques of case management service delivery;
  - .1 referral procedures for internal and external programs/agents;
  - .2 knowledge of community resources for linkage, monitoring and follow-along or service coordination;
  - .3 ability to advocate on the consumers' behalf re: Rights/Responsibilities/Grievances and other needs as appropriate;
  - .4 knows basic crisis management techniques as assigned.
  - .5 able to provide emergency coverage as assigned.

- 2.4 Completes a program orientation for the assigned program as assigned.
  - .1 adequately assesses and appropriately documents functional status per program admission criteria.
- 2.5 Evaluates psychosocial needs:
  - .1 at the time of the orientation in order to include needs in the comprehensive integrated service plan or ongoing service plan reviews, and
  - .2 provides ongoing, appropriate service plan intervention based on a realistic evaluation of needs as evidenced in the progress notes.
- 3.0 Self-Maintenance
  - 3.1 Adheres to work schedule and work assignments;
  - 3.2 Meets expectation level re: individual and/or program productivity on a monthly basis and for the fiscal year as assigned by the Area Director or Program Director;
  - 3.3 Takes responsibility for own continuing education as addressed in the Staff Development Plan;
  - 3.4 Maintains identification with appropriate professional organizations, including NEC's Professional Staff Organization.
- 4.0 Transference/Countertransference Issues
  - 4.1 Separates own needs and personal agenda (sexual, religious, political, etc.) from that of client's;
  - 4.2 Maintains objectivity;
  - 4.3 Keeps appropriate distance - not too close, not too detached;
  - 4.4 Maintains appropriate attire for job.
- 5.0 Adheres to confidentiality NEC policy CR0100: Privacy and Release of Protected Health Information.
- 6.0 Understands and follows client self-medication management system.

#### Recordkeeping Assignments

- 1.0 Orients consumer to program(s) upon enrollment;
- 2.0 Service Plans are signed by the consumer 100% of the time, unless documented that a signature is therapeutically contraindicated per the supervising psychiatrist or documented that the consumer refuses or is unavailable to sign;
- 3.0 Maintains progress notes on a per contact basis within the NEC established policy guidelines and retains in the Clinical Records within 24 hours of contact;
- 4.0 Completes attendant paperwork per NEC program policy and State and/or federal paperwork as required;
- 5.0 Meets deadlines on other assigned tasks (surveys, incident reports, quality improvement reports);
- 6.0 Maintains consumer checkbooks as designated in the recovery plan and according to NEC policy standards and are made available for external review when needed.

#### Treatment Facilitation

- 1.0 Maintains productivity expectation as assigned.
- 2.0 Maintains audit thresholds and outcome measures as assigned.
- 3.0 Demonstrates ability to establish and maintain effective working relationships with all consumers on case list.
- 4.0 Is both confrontive and supportive with consumers as needed.

- 5.0 Facilitates consumers' goal toward increased independence by directing (vs. doing) and guiding (vs. enabling). Practices psychosocial rehabilitation principles.
- 6.0 Assists consumer, as needed and per treatment plan, in finding and/or maintaining basic human needs, such as entitlement funding, money management, food, clothing, affordable housing and medical care services.
- 7.0 Works cooperatively with families and significant others and, when applicable, brings them into the treatment program, including illness education and recovery planning, noting such on the treatment plan.
- 8.0 Accepts responsibility to manage crisis and handle emergencies effectively and in a timely manner as needed.

#### Intraagency Issues

- 1.0 Plans and coordinates treatment of consumers including treatment review staffings with other internal providers on an ongoing basis - with QMHP supervision;
- 2.0 Participates as a program team member by eliciting the team's cooperation with treatment efforts and communicating needed information to others;
- 3.0 Uses supervision effectively and as warranted;
- 4.0 Accepts and offers constructive criticism to maintain program quality;
- 5.0 Serves on committees, task forces, etc., as assigned by supervisor;
- 6.0 Performs related duties as required.

#### Interagency Issues

- 1.0 Advocates on behalf of the individual or family of the person served within the community and/or inside the agency;
- 2.0 Maintains cordial working relationships with external referents and providers;
- 3.0 Provides linkages, as needed, between the consumer and community resources, including transporting to/from services and assisting with entitlements, as deemed appropriate to maintain consumer's maximum level of independent functioning;
- 4.0 Represents the agency, its philosophies and goals, to the community in a positive and constructive manner, facilitating service access and cooperative working relationships with others;

#### QUALIFICATIONS:

- 1.0 Education: High school diploma, with two years experience in the social service or related field (not required for Inpatient)
- 2.0 Experience: Two years experience in mental health or community services preferred.
- 3.0 Membership: Member in good standing with the agency's Professional Staff Organization at the OBHP level.
- 4.0 Licenses: Must possess a valid Indiana driver's license.
- 5.0 Essential Duty Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

- 5.1 Language Skills:  
Ability to read, analyze, interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
- 5.2 Reasoning Abilities:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written oral, diagram or schedule form.

5.3 Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

6.0 Physical Demands

The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 6.1 While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, or crawl; and taste or smell.
- 6.2 The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- 6.3 While performing the duties of this job, the employee may frequently be required to operate a motor vehicle.
- 6.4 The employee must physically be capable of providing emergency holds (non-mechanical) restraints on consumers up to 30 minutes.

7.0 Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- 7.1 While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally required to work near moving mechanical parts and around fumes or airborne particles.
- 7.2 The noise level in the work environment is usually quiet.