MENTAL HEALTH TECHNICIAN

**MINIMUM QUALIFICATIONS:**  HIGH SCHOOL DIPLOMA OR GED; VALID ALABAMA DRIVERS LICENSE AND ACCEPTABLE DRIVING RECORD REQUIRED; FIRST AID AND CPR CERTIFICATION PREFERRED.  ABILITY TO LIFT HEAVY OBJECTS (100 POUNDS).  EXPERIENCE WORKING WITH PEOPLE WHO HAVE SERIOUS MENTAL ILLNESS PREFERRED. RELATED POST HIGH SCHOOL EDUCATION MAY BE SUBSTITUTED FOR EXPERIENCE.

**PHYSICAL AND MENTAL REQUIREMENTS:**  
While performing the duties of this job, the employee will be required to communicate with peers, clients and/or vendors.  
Performs duties that require the employee to stand and walk for extended periods.  
Requires ability to operate a vehicle and make sound judgement while driving  
Work requires lifting of up to 100 pounds  
While performing the duties of this job, the employee is regularly required to stand, sit; balance, walk, talk, hear, push, pull, bend, reach, lift, grasp and use hands and fingers to operate home equipment and computer and telephone equipment

**PRIMARY JOB FUNCTIONS AND PERFORMANCE EXPECTATIONS:**  
Learns and utilizes Chilton Shelby Mental Health Center policy and procedures.  
Directly supervises the clinical care of clients.  
Observes Clients taking medications and provides verbal assistance to clients as needed.  
Provides BLS training (individual and group) based on the clinical needs of the clients and submits documentation that meets DMH/Medicaid requirements.  
Responds to client crisis or emergencies as needed, assuring client safety and welfare through adherence to Emergency and Safety Policies and

**Procedures:**  
Maintains policy of Confidentiality with regard to client files and other pertinent information.  
Assists Home Manager with tasks related to client admissions and discharges.  
Interacts appropriately with family and associates of client.  
Responsible for facility maintenance.  
Maintains household supplies.  
Maintenance of security and safety measures.  
Maintenance of interior and exterior of residential facility.  
Menu and meal preparation.  
Prepares weekly menus along with clients.  
Maintains weekly food supply within specified budget as directed by the Home Manager.  
Provides transportation of clients as needed.  
Properly operates vehicle in accordance with Center Vehicle Policies and Procedures.  
Safely ensures the well-being of clients while transporting to the Center and other appointments as necessary.  
Strictly enforces Center regulations such as fastening seatbelts while van is in operation.

**Consultation and Education:**  
Establishes and maintains effective working relationships with members of community, representing with members of the community, representing funding sources, Center staff, and other persons critical to the quality operation of the program.  
Attends and participates inservice training and staff meetings.  
Maintains productivity requirement of 25% of hours worked.  
Completes other related duties as assigned by supervisor.  
Executes these duties and responsibilities in a timely and accurate manner.  
Treats such duties with same importance with relationship to confidentiality and priority as other duties and responsibilities unless otherwise instructed

To Apply, please email your resume to:  [recruiting@centralalabamawellness.org](mailto:recruiting@centralalabamawellness.org)