MENTAL HEALTH TECHNICIAN

Day Treatment

**MINIMUM QUALIFICATIONS:**  High school diploma or GED; valid Alabama Driver’s License and acceptable driving record required; first aid and CPR certification preferred. Preferred experience working with people who have serious mental illness. Related post high school education may be substituted for experience.

**PRIMARY JOB FUNCTIONS AND PERFORMANCE EXPECTATIONS:**   
Learns and utilizes Chilton Shelby Mental Health Center policy and procedures.

Provide direct classroom instruction to participants of the Day Treatment program

Assists in planning of various Day Treatment services.

Conducts classes promptly and according to schedule.

Provide individual instructions to consumers in accordance with individual treatment plans.

Participates in on-going development of curriculum.

Maintain accurate and timely documentation of classes.

Completes individual consumer daily sub/progress notes before the end of each day.

Completes progress notes as required by policies, procedures, DMH/Medicaid Standards and instructions by supervisor.

Does documentation in a timely, accurate, and complete manner.

Provides input on consumer progress in treatment.

Participates in treatment team meetings providing input for participant’s progress toward goals and objectives based on diagnostic material and classroom observation.

Attends in-service training as directed by the supervisor:

Attends all required training sessions.

Actively participates in all training programs

Presents accurate and timely reports to supervisor of content and relevancy of individual programs attended.

Provides transportation of Day Treatment services consumers as directed by supervisor:

Leaves and returns at scheduled times.

Safely ensures the wellbeing of consumers while transporting to and from schedule service.

Adheres strictly to all Alabama traffic laws.

Do not make unnecessary stops.

Adheres to Center Policies and Procedures regarding to operation of vehicles at all times.

Strictly enforces Center regulations such as fastening seatbelts while van/vehicle is in operation.

Completes other related duties as assigned by the supervisor.

Will execute these duties and responsibilities in a timely and accurate manner.

All duties will be treated with the same importance with relationship to confidentiality and priority.

Responds to consumer crisis or emergencies as needed, assures consumer safety and welfare through adherence to emergency and safety policies and procedures.

Performs other duties as assigned.

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