MENTAL HEALTH TECHNICIAN

MI – JUSTICE INVOLVED

**MINIMUM QUALIFICATIONS**: High School Diploma or GED; valid Alabama Driver’s License and acceptable driving record required; first aid and CPR certification preferred. Experience working with people who have been incarcerated and/or have had serious mental illness referred. 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, justice involved personnel, medical personnel, and/or community resources.

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

**PRIMARY JOB FUNCTIONS AND PERFORMANCE EXPECTATIONS:**   
**Learns and utilizes Central Alabama Wellness policy and procedures:**

**Directly Assists Mental Health Justice Involve Staff:**

Directly inputs data regarding clients into electronic medical records

Clerical duties including phone calls, letter writing, emailing and faxing information, coordination of resources, and obtaining needed signatures from inmates as directed by Mental Health Justice Involved Staff

Responds to crises or emergencies as needed and directed by supervisor

Ensuring required chart documents are updated and maintained per policy and procedures

Maintains accurate data and deadline spreadsheets as directed by supervisor

Maintains policy of Confidentiality with regard to client files and other pertinent information.

Assists Mental Health Justice Involved Staff with tasks related to client admissions and discharges as well as makes follow up contact with clients before closing admission.

Interacts appropriately with family and associates of client.

Maintains a professional demeanor within the Justice Involved System and community at all times

Review and summarize medical records as well as present these summaries to appropriate staff as requested

Observing and documenting client interaction during Jail MD appt when Mental Health Justice Involved Staff is unable.

Assisting with the preparation of presentations when Mental Health Justice Involved Staff are asked to provide these for the community

**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 in-service training and staff meetings.

**Completes other related duties as assigned by your 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)