Open Cities Health Center  
Behavioral Health Services  

**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Position</th>
<th>Incumbent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental Health Rehabilitation Worker (MHRW) or Mental Health Practitioner (MHP) for ARMHS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Full Time or X Part Time</td>
<td>O Non-Exempt X Exempt</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Reports To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral Health Services</td>
<td>ARMHS Manager</td>
</tr>
</tbody>
</table>

**JOB SUMMARY:**

Under the direction of the Programs Manager provides direct services to clients with severe and persistent mental illness. This position will focus primarily on helping the clients develop basic living and social skills and assistance with advocacy through community intervention. This includes helping the client to develop a realistic vision of improved functioning as well as the skills to manage his/her illness in order to minimize its impact. The person will have assigned clients. With each client, the ARMHS Worker/Practitioner will be given direction on the skills and goals using the Functional Assessment and Individual Treatment Plan that identifies skills the clients need or wishes to increase and will work with the clients on these goals.

**SPECIFIC DUTIES & RESPONSIBILITIES:**

1. Provide client-centered services that include: a) budgeting & shopping skills, b) healthy life style skills, c) household management skills, d) interpersonal communication skills, e) transportation skills, f) crisis support, g) medication skills, h) mental illness symptom management skills, i) community resource utilization and integration skills, j) relapse prevention skills, k) health care directives, l) employment related skills, m) transition to community living services.

2. Assesses clients skills, knowledge and needs, and contributes to the development of the overall program in the following areas using the diagnostic and functional assessments and participates in the development of the Individual Treatment Plan (ITP).
   a. Connect with each client at minimum once per week
   b. Update client Functional Assessment every 90 days
   c. Update client Individual Treatment Plan once every 90 days

3. Acts as advocate and works with the people significant to the client in support of their recovery.
   a. Completes Authorization of Release with individuals, providers, friends/family relevant to client recovery
   b. Include relevant individuals in client meetings as client is comfortable

4. Complete all required written documentation; a) Charts each ARMHS meeting according to i. Goal, ii. Intervention, iii. Response, iv. Plan, v. Substantial Observation, b) document data required according to federal requirements for billing purposes and submits on required time lines (*within 48 hours of meeting completion*), c) progress notes reflect accuracy and consistency with actual recipient contact relevant to individual treatment plan and goals.

5. Receives and participates in clinical supervision from a Mental Health Professional at least monthly, but most often weekly individually or in small groups to discuss: a) treatment topics of interest, b) treatment plans of recipients and approve by signature and documents in recipient's file any plan updates, c) will request consultation by telephone or in person as needed for the purpose of service provision to recipients.

6. If newly hired as a MHRW, must be directly observed delivering services to recipients by a MH Practitioner or MH Professional for at least six hours per 40 hours worked during first 160 hours that the MH Rehabilitation Worker works.
7. Participates in staff meetings, all required Open Cities Health Center training, and meeting with clinical supervisors; Monitors own schedule to assure that all required trainings are completed each year, c) when requesting to attend other training for professional growth and development purposes, submits to Behavioral Health Services Director the request, including a statement indicating how it will benefit him/her in this position, d) demonstrates positive and supportive interactions with other program staff, in an effort to build a cohesive team approach, e) actively participates in individual and group supervision lead by the clinical supervisor.

8. Follows all Agency, state regulatory, program policies, and procedures; a) follows all outlined agency policies stated in the Agency Manual, b) follows all policies, procedures in the Open Cities Health Center Behavioral Health Policy and Procedures Manual.

9. Performs other related duties as requested by the Program Director; a) performs non-routine duties related to the overall functioning of the services.

10. Communication; a) uses an effective communication model in working relationships with each other, clients and the community, b) demonstrates good listening skills and ability to positively accept feedback from supervisors and co-workers. Incorporates feedback and demonstrates appropriate self-care methods on the job. Open Cities Health Center Behavioral Health Department is opposed to violence and offensive behavior in the workplace. Clients participating in this program, however, may experience anxiety, mental illness, physical illness, frustration and helplessness in their daily lives which occasional results in inappropriate verbal and physical expressions of anger, threats or violence towards employees. Training is available to staff on verbal crisis intervention and prevention. Employees are expected to be able to serve angry and disgruntled clients with patience and courtesy.

11. Language Skills: Ability to write reports, log entries, and correspondence. Ability to effectively present information and respond to questions from medical professionals, management, staff and clients.

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

13. 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. While performing the duties of this job, the employee is regularly required to walk, stand, climb stairs, bend, kneel, or crouch, use hands to write, use computers, and perform verbal crisis prevention/intervention techniques. An employee in this position may need to lift at least twenty-five pounds, Successful performance requires vision, abilities to complete logs, charts, and to drive a van/car.

14. Work Environment: The work environment conditions described are representative of those an employee encounters while performing the essential functions of this job. The job is performed out in the community in variety of situations both in the recipient’s home and in community programs in all geographical areas of the community both high and low crime areas.

15. To conduct duties in an unbiased manner in accordance with the agency’s mission statement and guiding principles by which all clients, volunteers and staff are treated equally regardless of race, gender, religion, age, physical and mental abilities and/or sexual orientation.

16. Other duties as assigned.

Minimum Qualifications for Mental Health Rehabilitation Worker (MHRW):

The Rehabilitation Worker must meet the following State of Minnesota Department of Human Services conditions:

1. Has a Bachelor’s degree in one of the behavioral or human services field; in Psychology, Sociology, Social Work or closely related field. 2) Is a registered nurse without a bachelor’s degree or 3) has 4000 hours of supervised paid work experience in the delivery of mental health services to adults.

2. Has experience in Minnesota community GRH and transitional housing.

3. Has received one year of clinical supervision serving clients with Severe and Persistent Mental Illness

4. Has experience completing individual treatment plans and functional assessments as required by Minnesota DHS

Training and Experience for MHRW:

Successfully completed 30 hours of training during the previous two year period in at least but not limited to, the following areas: a) recipient rights, b) recipient-centered individual treatment planning, c) behavioral terminology, d) mental illness, e)
co-occurring mental illness & substance abuse, f) psychotropic medications & side effects, g) functional assessment, h) local community resources, i) adult vulnerability, j) recipient confidentiality.

Minimum Qualifications for Mental Health Practitioners (MHP):

Mental health practitioners providing services for the treatment of mental illness, who are not eligible for independent enrollment towards licensure, must be under clinical supervision of a mental health professional and must be qualified in at least one of the following five ways:

1. Holds a bachelor’s degree in a behavioral science/related field, from accredited college/university and meets either a or b:
   a. has at least 2000 hours of supervised experience in the delivery of mental health services to recipients with mental illness
   b. is fluent in the non-English language of the cultural group to which at least 50% of the practitioners recipients, completes 40 hours of training in the delivery of services to recipients with mental illness, and receives clinical supervision from a mental health professional at least once a week until the requirements of 2000 hours of supervised experience are met
2. Has at least 6000 hours of supervised experience in the delivery of mental health services to recipients with mental illness. Hours worked as a mental health behavioral aide I or II under CTSS may be included in the 6000 hours of experience for child recipients.
3. Is a graduate student in one of the mental health professional disciplines and is formally assigned by accredited college/university to an agency or facility for clinical training.
4. Holds a masters or other graduate degree in one of the mental health professional disciplines from an accredited college/university.

They are also expected to have had some clinical experience working with adults.

Mental Health Practitioners Who Are Qualified as Clinical Trainees

A mental health practitioner working as a clinical trainee must:

1. Be complying with requirements for licensure or board certification as a mental health professional including supervised practice in the delivery of mental health services for the treatment of mental illness; OR
2. Be a student in a bona fide field placement or internship under a program leading to completion of the requirements for licensure as a mental health professional

The clinical trainee’s clinical supervision experience helps the practitioner gain knowledge and skills necessary to practice effectively and independently and may include supervision of:

• Direct practice
• Treatment team collaboration
• Continued professional learning
• Job management

A contract may be set up with the student’s training program requiring communication about progress and learning expectations.

Special Knowledge and Skills:

1. Ability to use personal computer and standard business software with minimal instructions. 2. Knowledge of the effects of mental illness and willingness to stay abreast of state of the art knowledge from a wide variety of disciplines applicable to the treatment of persons with mental illness. 3. Ability to maintain confidentiality and understand and comply with professional ethics and standards of practice. 4. Philosophical approach consistent with that of the program and Open Cities Health Center. 5. Current driver’s license or state identification card needed. 6. Ability to pass the Rule 11 Criminal
Background Screening and the “Sexual Exploitation of Patients by Psychotherapists” screen required by the Department of Human Services. 7. Evidence of team interaction skills. 8. Evidence of efforts to keep skills updated. 9. Demonstrates the ability to work independently with minimal direction.

SIGNATURES:

EMPLOYEE:___________________________ DATE: ____________

SUPERVISOR: ______________________ DATE: ____________

ADMINISTRATOR: _________________ DATE: ____________

PERSONNEL: ________________________ DATE: ____________