

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED 10/11/99
DATE AMENDED 05/24/04

TITLE OF POSITION: Mental Health Technician – Residential Services

POSITION NUMBER: 20-4

PROGRAM: Adult Services

COMPONENT: Residential Services

MINIMUM TRAINING AND EXPERIENCE REQUIRED: High school graduate or equivalent, experience in client supervision or related activities preferred. Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within six months of hiring). Completion of four hours of HIV/AIDS education (within 30 days of hiring) and two hours of HIV/AIDS information (biennially).

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

SUPERVISOR: Residential Services Component Director

POSITIONS SUPERVISED: None

SALARY MINIMUM: \$16,057.60= \$7.72 hr. Salary differential: 10% 3-11 p.m. shift; 15% 11 p.m.-7 a.m. shift.

WAGE AND HOUR STATUS: Exempt:
Non-Exempt: xx

DESCRIPTION OF DUTIES AND RESPONSIBILITIES: *

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Provide care and supervision of clients in the residential setting. Staffs are required to remain awake and alert at all times while on duty.
2. Report client behavior to appropriate staff members.
3. Participate in preparation for and conducting of therapeutic activities.
4. Act in a supportive role to encourage clients in work, training and treatment programs.

*Expectations regarding quality and quantity of work are further delineated in the criteria-Base performances appraisal.

5. Transport clients to and from adult rehabilitation program and other health resources/activities outside the facility by means of Center vehicles.
6. Read and understand all policies and procedures.
7. Attend and participate in designated meetings.
8. Prepare required documentation and reports.
9. Provide a positive role model for clients and initiate structured and unstructured activities with clients when not participating in programmed activities.
10. Assist with maintaining a safe, clean, and therapeutic environment.
11. Initiate and participate in activities for staff, program and Center development.

Copy received by:

_____ **Date:** _____