

□ MHW	<b>Entry Level</b>
<b>DESCRIPTION</b>	The MHW will serve as direct care staff and provide support to program to ensure client safety daily. The MHW will be proficient in all competencies required of direct care positions. This direct care staff position is under direct management supervision at all times and is responsible to follow through with tasks as trained and as assigned. The MHW will be in continual conversation with supervisors regarding client care, behavioral stabilization as well as communicate regularly with other members of multidisciplinary team.
<b>KEY/FLEX</b>	Unlicensed staffs providing direct client care are key positions as defined by Title IX regulations. The positions of MHW are at the discretion of ASTCI. These positions have been identified as key in facilities 2010/11 budget.
<b>DEPARTMENT:</b>	Program
<b>JOB SUMMARY:</b>	Under the direct supervision of Program Director and Program Supervisors the MHW positions ensure the safety of the milieu by monitoring and observing clients daily, and reporting changes /behaviors to supervisors and management daily. Additional responsibilities include: documentation related to daily care, strong teamwork, adherence to treatment interventions, and policies and procedures as outlined by PD and assisting and observing clients in relation to daily needs. 95% of his/her duties include direct client care.
<b>QUALITY</b>	<ul style="list-style-type: none"> <li>• Monitors the safety and security of the treatment environment and takes necessary action for client safety</li> <li>• Reports changes in client physical conditions / behaviors</li> <li>• Ensures resolution of client complaints when unresolved at lower levels</li> <li>• Participates in department and facility performance improvement activities</li> <li>• Implements actions prescribed by PD that are necessary to correct deviations from established standards of documentation and daily care (incident reports, plans of correction, documentation deficiencies, etc)</li> <li>• Provides care in full compliance with all regulatory requirements including facility policies and procedures and professional standards as well as Title IX and CARF regulations</li> </ul>
<b>CLINICAL PRACTICE</b>	<ul style="list-style-type: none"> <li>• Promotes a collaborative model of client care by facilitating communication with nursing and program staff in daily operations.</li> <li>• Ensures the model of client care promoted by facility is upheld</li> <li>• Participates and assists in the daily tasks associated with client care</li> <li>• Participates and assists in the daily tasks associated with admissions and discharge</li> <li>• Monitors client progress based on the treatment plan</li> <li>• Responds promptly in emergency situations to meet client needs</li> <li>• Treats clients with dignity and respect</li> <li>• Responds promptly to client needs and requests</li> </ul>
<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li>• Completes accurate and detailed records of all care provided</li> </ul>

	<ul style="list-style-type: none"><li>• Ensures charting that is legible, dated and timed</li><li>• Adheres to facility documentation policies in regard to daily, weekly summaries, behavioral descriptions, late entries and charting errors</li><li>• Ensures completion of timely daily and weekly summaries of client progress as assigned</li><li>• Completes incident reports as witnessed and follows up with nursing and program management for supervision and review</li></ul>
<b>INCIDENTS</b>	<ul style="list-style-type: none"><li>• Participates in PROACT seclusions and restraints</li><li>• Takes part in debriefing where necessary</li><li>• Completes necessary incident reporting paperwork and follow-up</li></ul>
<b>TRAINING</b>	<ul style="list-style-type: none"><li>• Must attend at least 52 hours of in-service training.</li></ul> <p>Training must include the following topics as outlined in Title IX &amp; CARF:</p> <p>ProAct, Reporting &amp; Documentation, Mental Health Education, Emergency Preparedness, Corporate Compliance and Facility / Professional Standards, Cultural Competency, Policies and Procedures, Workplace Safety: Personal Protective Equipment, Preventing Violence in the Workplace, Accident Prevention &amp; Facility Safety Measures, Infection Control, Conflict Resolution, Confidentiality of Client Information &amp; HIPPA, Interpersonal Relationships &amp; Communication Skills, Client Rights and Client Privacy, Preservation of Client Dignity, Use of Unlicensed Staff, Sexual Education, Principles and Practices of Psychosocial Rehabilitation &amp; Community Support – Self-Help, Peer Support &amp; Family Involvement</p>
<b>JOB REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Current CPR certification</li><li>• ProAct Certification (provided by the facility within first 90 days of employment)</li><li>• Experience in mental health preferred</li><li>• B.A. / B.S. in Psychology or related field preferred</li></ul>

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*Specific Job Duties will be reviewed upon hire and at minimum annually thereafter. (See Attached Job Duties)*

I understand the clearly defined goals of my position as outlined above. I also recognize that the facility reserves the right to modify the duties or requirements of my position at any time.

\_\_\_\_\_  
Employee Signature

DATE \_\_\_\_\_

**MHW / MHWII Relevant Responsibilities**

- Complete daily and weekly documentation with appropriate content and in timely manner
- Assists with client compliance related to care plans and behavioral interventions
- Complete appropriate documentation related to incidents
- Assist client in preparation for out of facility passes, activities of daily living, medication compliance importance etc.
- Crisis Intervention and communication
- Participate in debriefings as necessary
- Provide excellent customer service to clients and stakeholders daily
- Assist with admission process
  - o Admission paperwork and communicating risk factors to team
- Assist with discharge process
  - o Paperwork completed and timely
  - o Assist client with discharge
- Coordinate and participate in day to day activities for clients such as:
  - o Monitoring meals / Diet compliance
  - o Medication compliance
  - o Self care / hygiene
  - o Vitals / Temperature
  - o Weights
  - o Mouth Checks
  - o Daily check in with clients
  - o Smoke Break Monitoring
  - o Documentation related to day to day activities
  - o Group / activity participation
  - o Contraband searches
- Assist with client outings as necessary
- Adhere to group and activity schedule and notify manager to changes / conflicts as they arise
- Assist with monitoring of clients via hourly, Q15, 1:1
- Assist with communication related to client care (shift change reports, 24 hour logs etc)
- Initiate UDS administration, contraband search and communicate findings to floor nurse and program leads
- Attend trainings as outlined by director
- Follow Title IX and CARF standards with direct supervision and as outlined and trained by program and nursing leads
- Play role in maintaining integrity of facility grounds and report problems to appropriate departments
- Driving for off grounds outings and appointments

### **MHW II Relevant Responsibilities**

- Complete daily and weekly documentation with appropriate content and in timely manner
- Assists with client compliance related to care plans and behavioral interventions
- Complete appropriate documentation related to Incidents
- Assist client in preparation for out of facility passes, activities of daily living, medication compliance importance etc.
- Participate in debriefings as necessary
- Provide excellent customer service to clients and stakeholders daily
- Assist with admission process
  - o Admission paperwork and communicating risk factors to team
- Assist with discharge process
  - o Paperwork completed and timely
  - o Assist client with discharge
- Coordinate and participate in day to day activities for clients such as:
  - o Monitoring meals / Diet compliance
  - o Self Care/Hygiene
  - o Medication compliance
  - o Self care
  - o Vitals / Temperature
  - o Weights
  - o Mouth Checks
  - o Daily check in with clients
  - o Smoke Break Monitoring
  - o Documentation related to day to day activities
  - o Groups / activity facilitation and client participation
  - o Contraband Searches
  - o Inventory Updates
- Assist with client outings as necessary
- Assist with monitoring of clients via hourly, Q15, 1:1
- Assist with communication related to client care (shift change reports, 24 hour logs etc)
- Initiate UDS administration, contraband search and communicate findings to floor nurse and program leads
- Play role in maintaining integrity of facility grounds and report problems to appropriate departments
- Assist with direct care staff training related to facility policy, procedure and pertinent information related to job duties
- Attend Trainings as outlined by supervisors
- Audit charts and report findings to manager
- Other duties as assigned by TAY PD
- Assist in crisis de-escalation as required
- Follow Title IX and CARF standards with direct supervision and as outlined and trained by program and nursing leads
- Driving for off grounds outings and appointments

ALPINE SPECIAL TREATMENT CENTER INC.

- Facilitates groups as outlined by PD, prepares lesson plans in advance
- Advanced knowledge of P&P, Title IX as necessary to support team members in absence of supervisor present
- Ensuring client and staffing schedule is adhered to daily, notifying Team Managers of discrepancies
- Additional tasks as assigned for quality improvement may include: inventory updates, contraband search initiation, primary box organization, group / activity hours, daily shift summaries, daily shift assignments, group / activity schedule
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