

MENTAL HEALTH CENTERS OF WESTERN ILLINOIS

JOB DESCRIPTION

Direct Service Provider/MI

Position:

A member of the residential staff responsible for implementation of Community Support Services at the Brown County residential sites according to individual treatment plans.

Qualifications:

1. At least 21 years of age
2. Must demonstrate the ability to work:
 - in the field of services to adults
 - within the agency's structure with acceptance of supervision
 - constructively with clients, treatment resources & the community
3. Valid driver's license
4. High school diploma/GED or work experience in mental health or human services preferred

Classification: #2

Reporting Supervisor: Director of Residential Services—Brown

Position(s) Supervised: Not Applicable

Expectation:

A Direct Service Provider/MI is expected to assist clients in the implementation of community support services as specified in the individual treatment plan.

Duties:

1. Develop curriculum for community support services according to client functioning.
2. Work cooperatively with all staff members in the provision of services.
3. Assist staff and clients in the implementation of the individual treatment plan goals. Provide supervisory staff with the client's progress and assist in treatment plan review/modifications.
4. Observe and document factual information that indicates a client's functioning.
5. Develop rapport with the clients to encourage verbalization of concerns, symptoms, or personal needs.
6. Provide assistance and/or verbal guidance in fulfilling the client's activities of daily living skills goals per treatment plan requirements (i.e. grocery shopping, cooking, laundry, hygiene, diet monitoring, etc.).
7. Complete documentation according to agency guidelines.
8. Possess a working knowledge of the various programs involved with the treatment of the chronically mentally ill. Cross-train in the other programs to provide additional personnel and broaden knowledge of the mental health field.
9. Preserve confidentiality of all agency materials relating to clients, services and privileged personnel/administration information.
10. Understand and observe the policies and procedures established by the Mental Health Centers of Western Illinois.
11. Attend required annual trainings and other work-related seminars to increase overall knowledge base and improve job-related skills.
12. Acquire and maintain CPR/First Aid Certification.

13. Provide proof of primary vaccination series for COVID-19 or documentation of a granted medical or religious exemption with weekly testing results submitted to the immediate Supervisor and Director of Human Resources and Client Benefits.
14. Perform other duties as assigned by supervisor.

R&R 07/05, 10/05, 09/06, 02/09, 04/13, 02/16, 10/17, 02/22

I have reviewed and understand my duties and responsibilities as defined in this job description.

Staff Signature

Date