



## Job Description

**POSITION:** In Home Support, MHRT/C  
**DEPARTMENT:** Skills  
**SUPERVISOR:** Director of the Skills Program  
**JOB TITLES SUPERVISED:** None  
**PAY RANGE:** \$13.00-17.00 Hourly, non-exempt

### GENEERAL DESCRIPTION OF RESPONSIBILITIES

The role of the MHRT/C is to provide quality services and support to clients and to maintain regular and consistent communication with Program Directors, Clinical Directors and other client support systems as appropriate to support clients in recognizing their strengths and individual needs. Essential Duties of the MHRT/C include assisting clients to work on their short term and long term goals by helping learn new skills, encouraging positive behavior by use of positive reinforcement, documenting all services provided according to program policies and state licensing guidelines, as well as preparing and submitting progress notes reflecting client interaction after each shift. The MHRT-C will be responsible for reporting any programmatic or clinical difficulties to the proper directors, following the chain of command to report information and incidents, attending clinical supervisions and other agency meetings as scheduled, and adhering to program guidelines and agency policies. Driving will be required in this position.

Shifts will vary Monday through Friday based on the needs of the program.

### EXPERIENCE

Knowledge and experience of the Mental Health Field, and an understanding of HIPPA guidelines.

### EDUCATION

High School Diploma or GED, Required  
Mental Health Rehabilitation Technician/ Community Level, Required  
20 hours of continuing education per year  
CPR/First Aid  
MANDT

### VEHICLE REQUIREMENTS

A Valid Maine Driver's License is required as is a reliable vehicle with a valid registration, state inspection sticker and auto insurance.

### PHYSICAL DEMANDS (In a Usual Day)

<b>Sit</b>	Total hours/Day 2	Hours at one time 1
<b>Stand</b>	Total Hours/Day 3	Hours at one Time 1
<b>Walk</b>	Total hours/Day 3	Hours at one time .25



Approximate percentage of time tasks are performed in carrying out the essential functions of this position.

- 10% of time bending or stooping
- 10% of time squatting
- 10% of time reaching above shoulders level
- 10% of time hands/fingers used for repetitive motions
- 10% of time hands/fingers used for fine manipulation
- 10% of time hands/fingers used for simple grasping
- 10% of time hands/fingers used for pushing/pulling
- 10% of time hands/fingers used for firm grasping
- 10% of time head/neck used in rotational movements
- 10% of time head /neck used in static movement

Pounds Employee may be required to carry      20lbs  
 Usual Distance Carried                                      50 ft.  
 Pounds employee may be required to lift              20lbs.

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments)

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of my employment nor alter my status as an at will employee. I have the right to terminate my employment at any time for any reason, and the company has a similar right.*

Submitted By: \_\_\_\_\_

Supervisor Name/ Title	Date
_____	
Employee Name	Date
_____	
Employee Signature	Date