

# EMCMHC

## Job Description

**CLASS TITLE:** Recovery Coach

**DEPARTMENT:** Clinical Services

**ACCOUNTABLE TO:** Group Home Manager

**PRIMARY OBJECTIVE OF POSITION:** Under general supervision is responsible for the evening and weekend oversight of clients in their group home living; Work varies requiring individual judgment within clearly defined policies.

### **ESSENTIAL JOB FUNCTIONS:**

- Physical requirements may require lifting up to 25#'s (greater with assistance) up a flight of stairs, bending, stooping, prolonged sitting, and the ability to get in and out of a vehicle without assistance;
- Must have ability to communicate orally and in writing;
- Must possess people skills and the ability to work with those suffering severe mental illness;
- Some traveling required where exposure to inclement weather of heat, cold, rain, and snow may occur; may be exposed to household chemicals;
- Must complete Credible EHR functionality and overview training within the first month of employment and must stay current on all new features throughout employment;
- Shall participate in HIPAA, MANDT, and CPR training within first three (3) months of employment; and
- Must possess a valid Montana Operator's License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

### **MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Follows the treatment plans of clients as developed by their therapist in conjunction with the Lead Clinician;
- Assists in maintaining a safe "Home Like" environment;
- Shares in the responsibility of training of new employees;
- Welcomes new residents and their families to the group home. Depending upon arrival time of new residents, may be asked to orient them upon their arrival;
- Shall maintain a good work relationship among all of the Mental Health Center Staff;
- Shall maintain a good and professional relationship with the community and local Health Care Professionals;
- Maintains professional confidentiality;

## **CLASS TITLE: Shift Manager (continued)**

- Documents any behavior that needs to be passed on to other employees and to the Director;
- Shall Chart AGH weekly reports on assigned shift, record the taking of medications in eMAR on the credible system, and keeps all resident medication in the locked drawer in the office;
- Shares rotation of “on call” Crisis Line duties; and
- Performs all listed daily duties posted and such other duties as may be assigned.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** May assist in training new employees.

## **EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Graduation from High School or its equivalent;
- Some demonstrated work experience in the public or mental health fields preferable;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment;
- Shall participate in HIPAA, MANDT, and CPR training within first three (3) months of employment and maintain certifications throughout employment; and
- Must possess a valid Montana Operator’s License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

## **EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Shall attend all monthly Group Home Staff meetings;
- Shall share the responsibilities of maintaining a high standard of cleanliness and general house upkeep throughout each Group Home;
- Be a role model for the residents, maintain, and/or improve Activities of Daily Living (ADL); and
- Share the responsibility of keeping accurate and thorough records of the residents and the happenings at the Group Home.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

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