EMCMHC

Job Description

CLASS TITLE: **Day Treatment Aide** **FLSA:**

DEPARTMENT: **Clinical Services**

ACCOUNTABLE TO: **Director of Day Treatment**

PRIMARY OBJECTIVE OF POSITION: Under general direction is responsible to provide the daily patient care in the Day Treatment Program. Work may vary using individual judgment within EMCMHC Policies and State guidelines, rules, and regulations.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements may require lifting up to 35#'s (greater with assistance), bending, stooping, 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;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification 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).

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Assists the client population in gaining skills in activities of daily living, recreation, and leisure, socialization, and personal hygiene as specified in the individual treatment plan;
- May participate in transporting clients to and from the program and within the community;
- May act as a group leader in group discussions and structured classroom learning situations;
- Assists in maintaining the facility in a safe and sanitary condition;
- Assists in planning and arranging group activities and outings;
- Assists in purchasing supplies necessary for client activities;
- Assists in the organization, pouring, firing, and management of the ceramics program;
- Assists in the organization of shopping, meal planning, cooking, and cleaning of kitchen; and
- Performs additional duties as may be assigned.

CLASS TITLE: **Day Treatment Aide (continued)**

SUPERVISION – RESPONSIBLE FOR THE WORK OF OTHERS: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from High School or its equivalent;
- Possession of computer and cooking skill desirable;
- Two (2) years of demonstrated work experience in the health care field;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification 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:

- May serve in charge of the monthly Safety Board and lead discussions on safety issues;
- May serve as Kitchen Manager and/or In Charge of the Craftroom; and
- Maintains the highest level of ethics, standards, respect for others, empathy, and privacy of client information.

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

09-11-2014