

Eastern Montana Community Mental Health Center is seeking a full time Day Treatment Aide / Residential Aide in Miles City, Montana. It will be 75% in the Day Treatment program and 25% will be in the Group Homes.

The Day Treatment Aide will assist clients involved in a wide range of therapeutic services including socialization activities, group therapy, and training in community living, occupational therapy, supportive therapy and recreation.

The Residential Aide is responsible for the evening and weekend oversight of clients at EMCMHC group homes. The Residential Aide will assist in maintaining a safe "Home Like" environment for residents. Candidate must possess people skills and the ability to work with those suffering severe mental illness. Candidates must be able to pass a criminal background check.

Job Types: Full-time, Part-time

Pay: \$12.00 to \$14.00 /hour DOE

DAY TREATMENT AIDE

RESPONSIBILITIES

- Assist 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
- Assist in the organization of shopping, meal planning, cooking, and cleaning of kitchen; and
- Assist 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
- Performs additional duties as may be assigned.

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
- Maintains the highest level of ethics, standards, respect for others, empathy, and privacy of client information.

RESIDENTIAL AIDE

RESPONSIBILITIES

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
- 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
- Performs all listed daily duties posted and such other duties as may be assigned.

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)
- Share the responsibility of keeping accurate and thorough records of the residents and the happenings at the Group Home.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS FOR BOTH POSITIONS:

- Bachelor’s degree preferred; or equivalent combination of education and experience in the public or mental health fields;
- Must have computer skills;
- 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
- 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).

PLEASE COMPLETE AN ONLINE APPLICATION BY CLICKING ON THE LINK BELOW

<https://www.emcmhc.com/employment-opportunities/>

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

Eastern Montana Community Mental Health Center is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion color, sex, age, national origin, marital status, military status, or disability.