**The Children’s Home of York**

**Job Description**

JOB TITLE: Mental Health Worker

PROGRAM: Various

RESPONSIBILITIES:

1. Comply with all Agency and Program policies, procedures and protocols in a professional and ethical manner.
* Includes the entire policies and procedures manual.
* Policies of note
	+ Adheres to the Confidentiality Policy
	+ Follows the Code of Ethics and Professional Practices Policy
	+ Adheres to the Restricted Procedures and Discipline Policy
	+ Meets specific training requirements as outlined by CHOY, MCO’s, DHS, and COA
* Procedures of note
	+ Medication administration
	+ CPR and First Aid
	+ Fire Drills
	+ Facility Inspections
* Includes all policies in the Employee Handbook
1. Abides by all expectations outlined by licensing bodies, including (but not limited to) COA, DPW, OMHSAS, and Managed Care Organizations.
2. Work to insure the health, safety, and well-being of both clients and fellow staff at all times.
* Adheres to the seven commitments of the Sanctuary Model
	+ Non-violence
	+ Emotional intelligence
	+ Social learning
	+ Shared governance
	+ Open communication
	+ Social responsibility
	+ Growth and change.
* Appropriately perform Safe Crisis Management Techniques, including both physical and nonphysical interventions.
1. Maintains the clean and sanitary conditions of the building and agency property
2. Is knowledgeable of and implements ISP and client goals, program level protocols, and the clinical direction of the therapists with a trauma informed care approach
3. Facilitates clients groups effectively
4. Prepare and complete required reports and documentation as well as perform other required administrative tasks assigned.
* All documentation submitted in a timely manner as per program expectations and protocol
* Completes incident reports prior to end of shift.
* Completes Life Space Interviews appropriately.
* Maintains clear and appropriate group notes, daily logs, medication logs, and progress reports.
1. Interacts with outside agencies and other stakeholders in a professional manner

ESSENTIAL FUNCTIONS OF THE JOB:

1. Physical ability to perform all aspects of safe crisis management, including physical interventions.
2. Ability to intermittently stand and sit.
3. Pushing, pulling, lifting, and carrying as required.
4. Must be able to describe and articulate events in both written and spoken English.
5. Must be able to read and comprehend reports written in English.
6. Ability to provide awake supervision of clients at all times.
7. Ability to provide vehicular transportation of clients.
8. Has the mental and emotional capacity to work in a highly stressful environment.

REQUIREMENTS:

1. Bachelor’s degree in psychology, sociology, behavioral science, or related field required
2. One year of direct care experience working with children/youth in a residential treatment setting or other relevant experience preferred with approved degree in a related field.
3. Good written and verbal communication skills.
4. 21 years of age or older
5. All required clearances
6. Be sensitive to and comfortable with working in an agency that provides services to a culturally diverse population.