

## **POSITION DESCRIPTION**

**CLASSIFICATION TITLE:** Care Provider II

**POSITION TITLE:** MH Facility Technician II

### **GENERAL STATEMENT OF RESPONSIBILITIES:**

This direct care (FLSA Non-Exempt) position is responsible for assisting in the provision of transitional living services under the direction of the Eastern Shore Community Services Board.

General responsibilities include:

- Assisting with the security and maintenance of the facility; and
- Assisting individuals in self advocacy and independent living skills.

In carrying out position responsibilities the incumbent reports to and receives supervision from the MH Supportive Living Supervisor. The incumbent is required to exercise sound judgment, demonstrate initiative, maintain confidentiality, implement well-organized services for the specified population, and sustain effective inter- and intra-agency working relationships.

### **MAJOR DUTIES:**

- Assist individuals with activities designed to increase independent living skills;
- Safeguard the health, safety, and civil rights of all individuals;
- Provide security to individuals residing in the transitional house by promoting safe and secure activities and actions;
- Monitor safety of individuals and perform rounds as required;
- Document individuals activities as required;
- Communicate information pertaining to individuals living at transitional house to other agency personnel;
- Complete required consumer-related documentation;
- Assist individuals with self-administration of medications and complete required documentation accurately;

- Assist with safety compliance with the Department of Health regulations on kitchen facilities;
- Transport ambulatory and non ambulatory individuals, properly maneuvering, aligning and securing wheelchairs in vans as needed;
- Act as advocate for individuals and programs in the community;
- As assigned perform routine maintenance and checks on safety devices and conduct fire drills;
- Role model appropriate actions for individuals;
- Assist in the maintenance of the cleanliness and safety of the facility, to include cleaning the facility as needed and completing safety and sanitation inspections as directed;
- Attend in-service training activities, conferences, seminars, etc. relative to position responsibilities;
- Attend individual staffing as requested; and
- Perform other job-related duties as directed by MH Supportive Living Supervisor and/or the Executive Director.

### **QUALIFICATIONS:**

The incumbent should have position-related experience with the population served and/or experience providing assistance with the development of independent living skills and possess the following knowledge, skills, and abilities.

**Knowledge of:** The MH and co-occurring populations, generally accepted safety procedures, procedures for medication self-administration, and oral and written communications.

**Skill (s) in:** Assisting individuals with the development of independent living skills; advocating for the population served; providing client transportation; communicating effectively with the population served and inter- and intra-agency care providers; supervision of medication self-administration; and completing required documentation.

**Ability (ies) to:** Safeguard the health, safety, and civil rights of population served; ensure that population served adheres to house rules; assist individuals in self advocacy; physically maintain the cleanliness and safety of the facility; transport ambulatory and non ambulatory individuals, maneuvering, aligning and securing wheelchairs as needed; achieve a passing score on all required classroom/online

trainings to include medication management; complete required documentation; sustain effective inter- and intra-agency working relationships; and maintain confidentiality. The incumbent must have a valid driver's license with satisfactory record.

**HIPAA Access Level:** 1=limited access to client information

**ORGANIZATION LOCATION:**

**EXECUTIVE DIRECTOR**

**MH SUPPORTIVE LIVING SUPERVISOR**

**MH FACILITY TECHNICIAN II**

**SALARY AND/OR HOURLY RATE RANGE:** Classification Level II

**EFFECTIVE DATE:** April 15, 2007

**POSITION DESCRIPTION CONTENT:**

Job descriptions are not intended to be, and should not be construed to be, all-inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job.

While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.

**SIGNATURES:**

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MH Facility Technician II

Date

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MH Supportive Living Supervisor

Date

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Executive Director

Date