

<b>Job Title:</b> Lead Mental Health Worker
<b>Department:</b> Clear Spring Road
<b>Posted:</b> September 19, 2017
<b>Wage:</b> \$13.25-\$13.92/hr DOE



Helping people live  
their greatest lives

*Are you looking for an opportunity to make a difference in the lives of people who have disabilities? Are you interested in social justice and advocating for personal and civil rights alongside people whose voices have historically been ignored? Are you a creative and passionate person looking to work for a dynamic organization with practices that are leading change in our industry? If you said YES to any of these, you may be just the person we are looking for to step into this role! Full benefits package including 120 hours of paid time off in first year (increases annually) and 7 paid holidays.*

### **Essential Responsibilities:**

- Implement Community Support Service Plan's (CSSP) with individuals supported.
- Assist with meal preparation, planning, grocery shopping, supervise/ assist with clean up and ensure that adult foster care residents have a variety of healthy foods to choose from.
- Conduct community outings. This includes planning, driving, organizing and motivating residents to attend outings.
- Administer medications that the residents are prescribed.
- Provide daily charting in staff logbook. Complete progress notes for each resident at the end of every shift.
- Assist the Lead House manager in renewing all annual documents and during annual licensing preparation.
- Assist individuals with scheduling medical appointments and assist individuals with transportation as needed.
- Complete office duties as assigned and present all receipts to accounts dept. monthly.
- Supervises AFC staff including individual and group supervision, scheduling and monitoring.
- Insures that all aspects of programming for the people we support meet the requirements for regulatory guidelines and demonstrates proper management of financial/ record keeping procedures.

### **Credentials/Qualifications:**

- Minimum of a high school diploma
- A BA or BS degree in Human Services or a related field is preferred.
- Must have a valid driver's license and clean driving record
- Must pass a physical exam that allows you to work in adult foster care setting.
- One year (or more) experience working with adults with mental illness preferred
- Must pass a Department of Human Services background study.

### **Work Environment:**

The employee in this position typically works in an Adult Foster Care house. The employee will also be exposed to outdoor weather conditions during some agency events and when traveling on company business. The position requires the ability to navigate steps, help individuals in and out of van or vehicle and carry 10-15 lb grocery or store items. Employee may need to assist with light housekeeping duties.

The employee in this position typically works Monday through Friday (8am-4pm). May need to work occasional evenings, weekends and overnights hours.

**How to Apply:**

Please send resumes with cover letter to email: [Anne Kuehnel](mailto:Anne.Kuehnel@cipmn.org) at [akuehnel@cipmn.org](mailto:akuehnel@cipmn.org)