

Mental Health Technician (Outpatient)

Job description

Department/Status:

Nursing, Non-exempt

Reporting to

Program Director

Reporting of

None

Position summary

The Mental Health Technician is responsible for supporting the nursing staff in maintaining a therapeutic milieu by performing routinely assigned tasks and carrying out patient care activities within the scope of the MHT's training and experience. The MHT will maintain a safe and professional standard for patient care according to facility mission, policy and procedure, and in accordance with all external regulatory and credentialing bodies.

Duties and responsibilities**Patient Care**

- Maintains a safe and therapeutic environment.
- Continually monitors patients and enforces compliance with facility rules.
- Effectively applies supportive behavior when assisting in the control of patients who exhibit unacceptable behavior
- Demonstrates the ability to employ de-escalation and therapeutic interventions as needed.
- Completes facility safety checks in accordance with policies.
- Adheres to safety regulations of facility as per policies and procedures and external regulatory/credentialing bodies.
- Complies with standard/universal precautions and infection control policies and attends required in-services to keep self informed.
- Implements patient care activities under the direction and supervision of licensed nursing personnel
- Performs vital signs, weights, ADL, nutritional monitoring, and communicates findings to the nurse.
- Assists patients with distribution of meals, bathroom functions, and maintaining of belongings as needed
- Assists at risk/physically challenged patients with mobility needs as needed
- Individualizes all patient care activities to the age specific/disability/ cultural sensitivity needs of the patient.
- Communicates outcome of assigned tasks to program director in a timely manner
- Communicates follow-up on patient care responsibilities; incomplete assignments, ongoing activities, and current patient needs to relevant staff to assure continuity of care.
- Demonstrates a positive attitude, professional boundaries, and accountability in all professional contacts
- Communicates appropriately and effectively with patients in a manner sensitive to their age/disability and cultural needs.
- Maintains knowledge of changes in policies and procedures applicable to position and patient care.
- Maintains patient confidentiality, respects patient rights, and treats patients with dignity.
- Demonstrates knowledge of patient neglect/abuse and appropriate reporting/communicating of such.
- Works well with others, promotes cooperation among staff members, and contributes positively to setting to facilitate patient outcomes
- Facilitates patient activities within training and as assigned.
- Assists in auditing, filing, chart preparation and closure under the direction of Program Director.
- Inventories and maintains supplies needed for program operations and patient care.
- Assists in coordination of repair and replacement of program equipment, as needed.

Mental Health Technician (Outpatient)

Job description

- Answers telephones and emails professionally, courteously and promptly.
- Transports patients safely and in compliance with traffic laws and company policies.

Qualifications

High school diploma or GED

Ability to work under close supervision

Ability to follow verbal and written instructions.

Ability to interact with people of all ages and cultural backgrounds

Ability to work independently and as part of a team

Effective oral and written communication skills

Ability to work flexible hours

Experience working with individuals with chronic mental illness

Maintain current CPR and CPI trainings

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Frequently required to move about the office and outdoors while interacting with patients, staff, other service providers, and while operating office equipment such as computers, phones, copiers/fax machine, filing cabinets.
- Frequent expressing or exchanging ideas verbally with staff, patients, and other service providers.
- Frequently required to grasp, handle or feel; and extend hands and arms in all directions.
- Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This position occasionally is performed in outside weather conditions. The employee is occasionally exposed to chemical hazards, respiratory hazards, combative patients and to blood pathogens, body fluids and infectious diseases.

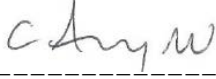
Mental Health Technician (Outpatient)

Job description

I have reviewed and approved this job description.



Human Resources Director Signature



Director of Nursing

I have read and received a copy of my job description.

Employee Signature

Date