

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED 10/11/99
DATE AMENDED 11/27/2017

TITLE OF POSITION: Volunteer Mental Health Technician – Residential Services

POSITION NUMBER: 20-4

PROGRAM: Adult Services

COMPONENT: Residential Services

MINIMUM TRAINING AND EXPERIENCE REQUIRED: High school graduate or equivalent, experience in client supervision or related activities preferred. Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within six months of hiring). Completion of four hours of HIV/AIDS education (within 30 days of hiring) and two hours of HIV/AIDS information (biennially).

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

SUPERVISOR: Residential Services Component Director

POSITIONS SUPERVISED: None

SALARY MINIMUM: Volunteer

WAGE AND HOUR STATUS: Volunteer

DESCRIPTION OF DUTIES AND RESPONSIBILITIES¹:

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Provide care and supervision of clients in the residential setting. Staffs are required to remain awake and alert at all times while on duty.
2. Report client behavior to appropriate staff members.
3. Participate in preparation for and conducting of therapeutic activities.
4. Act in a supportive role to encourage clients in work, training and treatment programs.
5. Transport clients to and from adult rehabilitation program and other health resources/activities outside the facility by means of Center vehicles.

¹ *Expectations regarding quality and quantity of work are further delineated in the criteria-Base performances appraisal.

6. Read and understand all policies and procedures.
7. Attend and participate in designated meetings.
8. Prepare required documentation and reports.
9. Provide a positive role model for clients and initiate structured and unstructured activities with clients when not participating in programmed activities.
10. Assist with maintaining a safe, clean, and therapeutic environment.
11. Initiate and participate in activities for staff, program and Center development.

Physical & Other Requirements:

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Driving vehicles (<input checked="" type="checkbox"/> 15 passenger van)	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

Speaking: Yes No
 Hearing: Yes No
 Reading Comprehension: Yes No
 Repetitive motion with hands, wrists, arms Yes No

(e.g keyboard, typing, handwriting, etc.)

Ability to lift and carry up to **50** pounds.

Ability to handle stressful situations: Minimal Moderate Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* Not Anticipated

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