

Centennial Mental Health Center, Inc.

**Job Description**

**Job Title:** Mental Health Worker II  
**Reports to:** CSP Manager  
**Status:** Non-Exempt

**Job Class:** Direct Service  
**Grade:** 3

**POSITION SUMMARY**

Provides comprehensive management services, which include a continuum of high to low intensity services designed to improve or maintain a consumer's ability to function in the community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assesses monitors and follows up with consumer's ability to meet basic needs.
2. Works with the consumer to help establish job placement and access to appropriate community resources as needed to maintain ability to remain in the community.
3. Integrates management services with multidisciplinary team formulating the clinical and rehabilitation programs on behalf of the consumer.
4. Counsels family members to assist family in dealing with and providing support for consumers.
5. Works with consumers in residential settings to ensure cleanliness of living quarters and meal preparation.
6. Facilitates group sessions focused on skill building in a variety of areas relative to basic life skills.
7. Serves as representative payee for consumers as needed.
8. Maintains accurate and timely clinical records consistent with Center standards.
9. Serves on emergency rotation schedule to provide 24-hour on-call; responding to and providing services to emergent situations.
10. May manage the HUD Section 8 certificates and vouchers; assure those consumers meet HUD guidelines.
11. Participates in meetings, in-services and supervisory sessions as required.
12. Performs other job duties as assigned.

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**JOB REQUIREMENTS**

**EDUCATION**

Bachelor's Degree in psychology, social work or other related field.

**ABILITIES, KNOWLEDGE, SKILLS**

Ability to work well with special population consumers, maintain appropriate boundaries, identify and nurture strengths, and support their right to make independent decisions when possible. Knowledge of community resources, social security, and other disability programs/resources. Ability to serve wide range of consumers, including culturally diverse populations. Knowledge of cultural issues that may have a bearing on service provision. Effective written and verbal communication skills. Ability to update consumer records, document actions, and complete other paperwork in a timely manner. Computer literacy to include basic skills in e-mail communication and word processing. Ability to work on-call hours, which may be required. Ability to travel within the Center's service area or to other locations as needed.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Supervisor

\_\_\_\_\_  
Date

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