

Centennial Mental Health Center, Inc.

**Job Description**

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

**Job Class:** Direct Service  
**Grade:** 2

**POSITION SUMMARY**

Provides a variety of services that 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. Formulates programs for treatment and rehabilitation of the consumer.
4. Transports consumers as needed to access services.
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. Manages the HUD Section 8 certificates and vouchers; assures 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**

High School Diploma or equivalent.

**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. Ability to serve wide range of consumers, including culturally diverse populations. Knowledge of cultural issues that may have a bearing on service provision. Knowledge of community resources, social security, and other disability programs/resources a plus. 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