



Because We Care, LLC®
“Where there is vision, there is provision.”
A Behavioral Treatment Agency

**Qualified Mental Health Associate & Psychosocial Rehabilitation Professional
Contracted Position ~ QMHA -PSR Professional**

CONTRACTED POSITION:..... QMHA Professional
SALARY:\$14 - \$20
HOURS:10 - 40 hours a week
DAYS AVAILABLE:Sunday thru Saturday (varies)

QUALIFICATIONS:

Qualified Mental Health Associate (QMHA), operating within the scope of their practice under state law, will function as a PSR Professional. The PSR Professional must have the specific education (Associate’s degree or higher), experience, training, credentials, and licensure to assist in managing a participant’s mental and behavioral health services. PSR Professionals must be functionally knowledgeable that the mental and/or behavioral health services provided are medically necessary and clinically appropriate. The Clinical Supervisor assumes professional responsibility for the mental and/or behavioral health services provided. The Clinical Supervisor and Management will supervise the clinical work of the PSR Professional.

POSITION SPECIFIC KNOWLEDGE:

Principles and practices of social work; computer applications related to the work; business arithmetic; standard office practices and procedures, including filing and the operation of standard office equipment; record keeping principles and practices; speak and communicate in correct business English, including spelling, speech, grammar and punctuation; techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be strained; basic crisis intervention and counseling techniques; basic community resources and programs available to clients with identified needs; basic laws, codes and regulations related to the work.

POSITION SPECIFIC SKILLS:

Interpreting, applying and explaining applicable laws, codes and regulations; making accurate arithmetic calculations; preparing clear and concise reports, correspondence and other written materials; understanding and following oral and written directions; contributing effectively to the accomplishment of team or work unit goals, objectives and activities; establishing and maintaining effective working

relationships with those contacted in the course of the work; speaking English effectively to communicate in person or over the telephone. Analyzing, interpreting and applying complex laws, codes, regulations and procedures; assessing cases appropriately and utilizing the most appropriate community and welfare resources to provide effective client services; using initiative and independent judgment within established procedural guidelines; organizing own work, setting priorities and meeting critical deadlines.



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DUTIES:

- Conducts interviews with clients, family members, service providers, employers and other to obtain information for formulating program/service eligibility and case status.
- Identifies social, economic and physical needs of clients; assesses client's support systems, available community resources and other factors to plan, develop, and implement an appropriate service plan.
- Utilizes agency guidelines, state, and federal regulations to determine/confirm eligibility for programs and services.
- Refers clients to appropriate community medical, emotional, economic and social support organizations; advocates for or assists the client in obtaining such services.
- Provides basic intervention and client and family counseling as required.
- Prepares complete and accurate case notes; writes correspondence, reports and other written materials; may prepare statistical reports and summaries.
- Explains agency and program rules, regulations and procedures; assists clients in completing required forms and in gathering necessary documentation.
- Confers with other colleagues and supervisors regarding cases and scheduling and to coordinate activities; participates in in-service training.
- Contributes to the efficiency and effectiveness of the agencies service to its clients by offering suggestions, and directing or participating as an active member of a work team.
- Reports to the Treatment Home Coordinator.

SPECIFIC DUTIES:

- ❖ To provide case-management and treatment services to clients.
- ❖ Help the resident through the grieving and adjustment process that accompanies removal from his/her own home and placement.
- ❖ Help the resident maintain a realistic relationship with his/her family through cooperation with visitation plans and active consideration to his/her feelings.
- ❖ Ensure that residents eat, dress appropriate, and complete daily hygiene, therapeutic treatment, chores.
- ❖ Assist in creating daily agenda o Document the daily treatment progress of a client and submit progress notes to the Program Coordinator by no later than the following Monday by noon of every week.
- ❖ Assist in creating and implement 30 Day Review
- ❖ Develop curriculums and implement male and female responsibility training for residents on a weekly basis.
- ❖ Follow-up on school attendance, monitor progress, note special needs and accomplishments.
- ❖ Assist the resident in preparing to return home or being moved to an adoptive home.



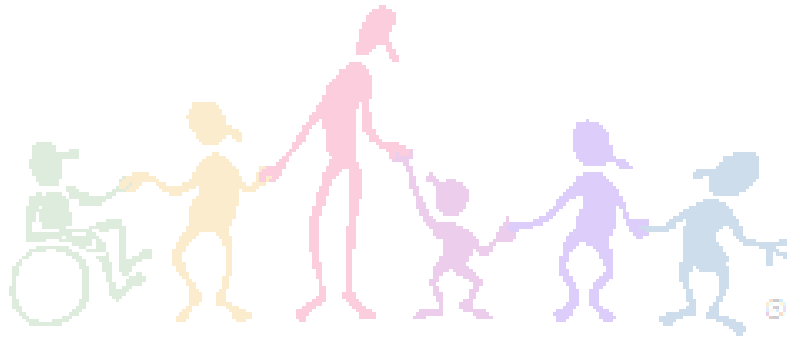
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- ❖ Provide transportation to recreational and enrichment activities that will promote the healthy development of the resident.
- ❖ Aid in Program Evaluation.
- ❖ Work as a team player
- ❖ Any other future duties identified by the Executive Director.



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