

NORTH CENTRAL BEHAVIORAL HEALTH SYSTEMS

POSTING

Job Title: Residential Mental Health Professional (MHP) Supervised
Department: Residential
Reports to: Clinical Program Manager
Location: Princeton
Hours: Primarily Midnight 10:00 pm to 6:00 am/other coverage as needed;
24 hours per week

Job Summary:

Responsible for providing services to clients living in 24-hour supervised and/or intermittent supported residences that emphasize community reintegration and develop/enhance an individual's ability to function as independently as possible in his/her living, learning, and working environments.

Duties/Responsibilities:

- Performs tasks identified on the Individual Treatment Plan with the client in order to provide for increased social and adaptive functioning.
- Assists clients in developing skills which should result in an increased independence in daily living skills.
- Closely monitors for physical and emotional safety of clients.
- Communicates pertinent observations regarding client's appearance or behavior to the appropriate person.
- Prepares and maintains necessary client records and reports in accordance with licensing and accreditation standards and agency policies/procedures.
- Documents client response to individual services in approved formats including individual progress notes.
- Maintains sanitary and clean living and working environment.
- Prepares, plans, and ensures meals according to policy and procedure.
- Helps and assists clients through therapeutic prompts with individual personal care and daily living activities.
- Cares for clients during emergency situations and follows process and procedures.

**Performs other related duties as assigned.*

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and complete in timely manner.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with electronic health record and computer programs
- Ability to recognize a crisis and provide appropriate intervention

Education and Experience:

- High School Graduate or equivalent.
- Minimum of five years' experience with providing services to the seriously and persistently mentally ill or developmental disability individuals preferred.
- Possess valid Illinois driver's license.
- Proof of auto insurance and have access to a car during work hours.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- 50% of time spent walking or standing going up stairs
- 10% of time travelling in vehicle
- Must be able to lift up to 10 pounds at times.

Please submit resume to HR@ncbhs.org.