

Western Montana Mental Health Center
410 Windward Way
Kalispell, MT 59901
Phone: (406) 257-1336
Fax: (406) 257-1353

Position: Residential Care Worker

Hours: Varied

Closes: Open until filled

Job Summary: This position provides support services to adults with serious and persistent mental illness in a therapeutic group home setting. This position is for the relief pool to fill in for vacations and sick time.

Essential Job Responsibilities: Assure safety and monitor signs and symptoms of mental illness, offer supportive conversation, and direct care to residents; monitor and coach residents in preparing meals and completing assigned house chores; monitor residents self-administration of medications; report problems with safety concerns to supervisor; adhere to laws bearing on mental health services and consumer rights; perform chores necessary to assure the residence remains clean and orderly during shift; complete paperwork and all documentation related to resident status and services provided in a consistent with agency standard and in a timely manner; arrive on time and participate in all required agency meetings and trainings; work cooperatively and communicate effectively with staff, residents, and supervisor; treat coworkers, residents, and community contacts with respect and professionalism; comply with state and federal laws and administrative rules, and agency policy and procedure.

Qualifications: Ability to communicate information (orally and in writing) clearly, concisely and respectfully; considerable knowledge of human development and behavior; working knowledge of the laws, rules, and regulations related to individuals with mental illness, of agency policies and procedures governing treatment services, and of the causes, treatment, needs, and problems related to individuals with severe and persistent mental illness. Must have the ability to establish and maintain effective working relationships within the agency, with residents, family members, and other organizations and professionals. Must have the ability to work independently and in a team setting, and exercise professional judgment in evaluating situations and making decisions.

Education & Experience: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a bachelor's degree in social work, psychology, or other related science, and at least one year related work experience.