

KAIROS

The moment when change is possible

Administrative Offices
715 S.W. Ramsey Ave., Grants Pass, OR 97527
(541) 956-4943 Fax (541) 956-5463

JOB DESCRIPTION

Job title:	Relief Staff (QMHA or Non QMHA)
Range:	C3-C6
Program:	Residential Treatment Home, Residential Facility
Supervisor:	Assistant Program Manager or Skills Coach Supervisor
FLSA Status:	Non-Exempt
Degree of Supervision:	Formal Supervisory Sessions Scheduled One hour per month or more as needed
Positions Supervised:	None
Primary Purpose:	Assist in the care and treatment of youth and young adults with psychiatric needs by providing a consistence presence, supervision, skills training, and emotional support while maintaining safety and security.

Education and Experience

Non QMHA: High school diploma and preferred life experience preparatory to work in human service/mental health field.

QMHA: Must meet Qualified Mental Health Associate (QMHA) classifications, which includes a Bachelor's Degree in Psychology or a related field or an Associate's degree plus at least one year of work experience in Human Service/Mental Health field or a High School diploma and three years of work experience in Human Service/Mental Health field.

Requirements

The Relief Staff will work a minimum of six shifts per month as long as there are six shifts available; training time is included in the six shifts per month minimum. If six shifts are not available to be scheduled proactively Relief Staff will need to pick up shifts when regularly scheduled staff calls out sick. The Relief staff will be scheduled proactively based on known open shifts (vacations, open positions, all staff training days, etc.) Relief Staff must work at least one winter holiday (Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day) they must also work at least one Summer Holiday (Memorial Day, Independence Day, Labor Day). If a Relief Staff is unable to work 6 shifts per month for 2 consecutive months without making prior notification to their supervisor, their supervisor will contact them to determine whether the circumstances are temporary and whether or not the Relief Staff plans to remain employed.

Minimum Qualifications:

1. Provide proof of current, valid Oregon Driver's License (or if out-of-state will obtain Oregon license within 30 days), comprehensive automobile insurance (if applicable) and a safe driving record (minimum of 3 yrs.) to use company or personal vehicle for required duties.
2. Successfully pass a Criminal Background Check and Medicaid Fraud Check.
3. Obtain and maintain current Nonviolent Crisis Intervention (NCI) Certification and demonstrate proficiency in Nonviolent Crisis Intervention (NCI) Certification procedures.
4. Obtain and maintain current First Aid and Cardiopulmonary Resuscitation (CPR) certification and Food Handlers Card.
5. Obtain and maintain National Provider Identification (NPI) number and credentialing application process.

Essential Duties and Responsibilities:

- A. Follow each youth and young adult treatment plan, behavior support plan, and safety plan to ensure appropriate levels of supervision and safety
- B. Ensure the physical environment is clean and safe.
- C. Work with youth and young adults, families and appropriate community agencies to deliver, coordinate, and facilitate services for youth and young adults. Participate in treatment planning.
- D. Demonstrate and maintain clear, consistent, appropriate, and therapeutic boundaries and ability to establish rapport.
- E. Demonstrate alignment with the philosophy of Collaborative Problem Solving and ability/discipline to utilize Collaborative Problem Solving communication approaches in interactions with youth and young adults, families, staff, and community partners.
- F. Actively supervise and interact with youth and young adults both in the community and within the therapeutic milieu.
- G. Demonstrate knowledge of youth and young adults' development and group dynamics.
- H. Provide transportation of youth and young adults, or assistance of transportation for appointments and activities.
- I. Provide individual and group skills training and coaching within skill areas including but not limited to: independent living/self-sufficiency, wellness, education, coping skills, navigating the medical community and community living.
- J. Demonstrate effective verbal intervention skills in de-escalating youth and young adults and an ability to safely navigate crisis situations.
- K. Concisely and thoroughly document daily clinical information. Provide timely accurate documentation to meet billing requirements. Must adhere to Oregon Administrative Rules (OAR) and standards of care.
- L. Abide by ethical codes, mission, values, and professional standards, including confidentiality.
- M. Actively utilize, reference, and follow agency policies, procedures, and guidelines.
- N. Present a positive attitude, professional demeanor and demonstrated respect with youth and young adults, families, staff, visitors, and community partners.
- O. Perform all work tasks in a proper and safe manner per established policies, procedures and guidelines to prevent unnecessary injury, time loss and agency expense.
- P. Comply with all federal, state and agency health and safety reporting requirements.

Other Duties:

- Q. Perform other related work as assigned.
- R. Attend trainings and meetings as assigned.

Attendance:

- S. Maintain prompt and regular attendance.
- T. Ability to be flexible and adjust schedule as necessary to fit program needs and meet the needs of youth and their families.

Physical Demands: The physical demands described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is regularly required to use hands to type, handle, reach

with hands and arms; talk or hear. The staff person frequently is required to stand and walk. The staff person is occasionally required to sit, stoop, kneel, crouch or crawl. The staff person must frequently lift and or move up to 10 pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required for this job include close vision, distance vision, and depth perception and operating a motor vehicle.

Working Conditions: The working conditions described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is frequently exposed to loud noises, outside weather conditions such as heat, cold and humidity. The staff person is occasionally exposed to chemical solutions and body fluids. The staff may work in varied residential and community environments based on assigned caseload. The conditions of client homes and environment may vary.

Hazardous Conditions: Risk of verbal and physical threats and harm from clients. Possible exposure to air and Bloodborne Pathogens.

Equipment Used: May include general office equipment, such as computer, telephone, agency or personal vehicle, general cleaning supplies, and kitchen utensils/supplies.

Travel: Travel is expected for required trainings and providing transportation to clients.

Other Responsibilities:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Staff signature below constitutes staff's understanding of the requirements, essential functions and duties of the position.

Staff signature: _____ Date _____