

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED: 03/28/05
DATE AMENDED 08/03/2012

TITLE OF POSITION: Mental Health Technician - Outpatient

POSITION NUMBER: 20-12

PROGRAM: Bay A.S., Holmes/Washington/Jackson Area

COMPONENT: Adult Outpatient

MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED: High school graduate or equivalent. Experience working in the healthcare field or human services field preferred.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

SUPERVISOR: Adult Outpatient Component Director

POSITIONS SUPERVISED: None

SALARY MINIMUM: \$9.00 per hour (\$18,720 annually based on Full-time FTE)

WAGE AND HOUR STATUS: Non-exempt

DESCRIPTION OF DUTIES AND RESPONSIBILITIES¹:

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Act in a supportive role to encourage clients in work, training, treatment and recovery programs.
2. Advocate for individuals receiving psychiatric services and assist with or coordinate communication between clients and other staff members to ensure that individuals receive necessary services and treatment.
3. Collaborate with other staff members to ensure the protection of consumers' rights in order to help persons served to improve their knowledge of available services and programs, client rights, and grievance or complaint procedures.
4. Perform mentoring, problem solving, encouragement, and support for persons served to promote hope and empowerment.

¹ Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

5. Assess and report client behaviors and information (e.g., poor self-care, medical problems, agitation, or other behaviors of concern).
6. Develop and maintain a system for tracking and monitoring lab orders and results.
7. Assess individuals' eligibility for participation in Indigent Drug Programs (IDPs) and Patient Assistance Programs (PAPs).
8. Provide assistance to eligible consumers in completing applications for both IDPs and PAPs. Develop and maintain a system for tracking and monitoring IDPs and PAPs and consumers' individual records for both.
9. Attend and participate in designated meetings and case staffings.

OTHER ESSENTIAL FUNCTIONS:

1. Initiate and participate in activities for staff, program and Center development.
2. Identify client's unmet needs and link with community resources.

Copy received by:

Date: _____