

## **Mental Health Support Worker**

WESTERN MENTAL HEALTH CENTER

Marshall, MN

Are you ready to join a team that provides compassionate care and support to clients? Western Mental Health Center, located in Marshall, MN, is seeking a full-time Support Worker at our Westbridge Board and Lodge facility.

### **SUMMARY OF POSITION:**

Teach, educate, train, guide, learn, plan, work, and coordinate living skills, social skills, community skills, and work skills to enhance the wellbeing of clients in facility.

### **ESSENTIAL FUNCTIONS:**

- Performs all duties in accordance with the policies and procedures of the Center.
- Assist clients with lining up transportation and arranging meetings and appointments as needed.
- Assist clients with independent living skills such as meal preparation, clean-up, and other household tasks that support in keeping the house clean and well-maintained at all times.
- Initiate and encourage clients to participate in social and recreational activities. This includes arranging and participating in events, games and other recreational activities of the house or other related activities.
- Perform cleaning and maintenance tasks in the setting.
- Complete daily progress notes and assure accurate documentation and filing according to agency and program policies.
- Adheres to resident's rights, policies, and incorporates this into the daily routine.
- Serve as a productive member of a multi-disciplinary team.
- Administer medications as directed by patient charts and files.
- Collaborate and communicate with community partners to ensure client needs are met.
- Other areas as determined by the center.
- Available for varying daily shifts, weekends, and holidays scheduling.

### **OTHER RESPONSIBILITIES:**

- Must be able to manage and resolve conflict and other household related issues effectively.
- Is sensitive and responsive to management needs such as data collection and program evaluation.
- Always maintain confidentiality of client information.
- Perform other work-related duties as assigned.
- Availability to cover other shifts when necessary.
- Ability to find coverage for shift when away from work.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

- High School education required.
- Must have excellent verbal, written, organizational and interpersonal skills.
- Training in CPR and first aid preferred.
- Must meet all criteria of a background check.

WMHC is an Equal Opportunity Employer (EOE). Qualified applicants will be considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.