



Employee Name: _____
Position Title: Relief Mental Health Worker- Relief
Department: Residential Administration
Reports To: Residential Scheduler
Employment Status: Part-Time Casual - PRN
Class Code: 5000
Salary Grade: 5
FLSA Status: Non-Exempt (Hourly)
Prepared By: HR Director / Lead Program Manager **Revision Date:** 12.08.20
Work Schedule: Varied scheduled to meet the needs of YBGR will involve evenings, weekends, and holidays. The Relief Mental Health Worker selects shift openings when available to cover vacations and other staffing shortages. A Relief Mental Health Worker is required to work a minimum of 8 hours per month.

Position Summary: At Yellowstone Boys and Girls Ranch, we count on our Relief Mental Health Workers to support a trauma-informed environment, facilitate, and supervise day-to-day activities of residential programming such as recreational activities, completion of basic living and social skills while assuring the safety of the youth. They serve as a positive role model and mentor to adolescents in treatment. A Relief Mental Health Worker will possess a strong work ethic, reliability, and a desire to help youth with complex emotional and behavioral issues. They should have a passion for this field and have the ability to be a positive role model and influence the youth.

Required Skills and Qualifications

1. High School Diploma or GED
2. Experience/Interest in working with youth with emotional and behavioral issues
3. 21 years old or older
4. License to operate passenger vehicle and reliable means of transportation
5. Ability to relate and build rapport with youth therapeutically while serving as a positive role model for the youth.
6. Knowledge of and ability to maintain professional therapeutic boundaries and confidentiality with youth and families
7. Possess the ability to work with youth in multiple settings, such as individually and in groups.
8. Ability to work in cooperation and collaboration with the treatment team
9. Good verbal and written communication skills
10. Display regular, predictable, and reliable attendance at work
11. Excellent active listening skills
12. Good computer skills
13. Demonstrate sound & ethical judgment and decision-making skills.

14. Willingness and ability to obtain certification in First Aid/CPR and Violence Intervention Prevention.
15. Criminal / Child Abuse Clearance: Must pass criminal record and child abuse registry background check as required by the State of Montana

Preferred Qualifications

1. Two (2) years of experience working with youth in a similar setting or environment.
2. Knowledge of behavior modification and age-appropriate child development

Daily and Monthly Responsibilities:

1. Implement treatment programming and provide feedback for each child in the unit.
2. Maintain a positive, safe, and therapeutic milieu in the treatment unit. Supervise youth at all times while teaching them coping and daily living skills.
3. Complete proper treatment documentation on time and consistent with YBGR policies.
4. Serve as a liaison to families and agencies responsible for youth in the unit, always providing professional customer service. Responsible for weekly contacts with families/agencies etc.
5. Serve as a support person in the therapeutic treatment procedures (recreational, educational, spiritual, social, medical, etc.) assigned by the Program Manager.
6. Design and implement psycho-educational groups to increase clients' knowledge and skills.
7. Responsible/accountable to the treatment team and YBGR for overall program needs
8. Contribute to the agency's strategic goals and outcomes as measured by the development and achievement of individual, departmental, and organizational goals and outcomes. Participate in Performance Quality Improvement (PQI) goals of the organization both individually and as a team member.
9. Deal constructively and helpfully with all other members of the organization.
10. Fully support and model the mission and values of YBGR.
11. Adhere to all policies, systems, safety requirements, and procedures of the organization.
12. Take the initiative to identify problems and seek out solutions.
13. Be a professional representative of the organization to those outside it.
14. Participate and engage in monthly supervision/coaching meetings with the supervisor.
15. Be aware of the cultural and socioeconomic characteristics of persons served.
16. Participate in required training as appropriate to the position and beneficial to YBGR.
17. Other duties as assigned

Physical/Environmental Demands & Requirements:

1. Work environment: This position will generally work indoors in a climate-controlled environment. Occasionally will work in an outdoor environment where they may not be protected from weather conditions.
2. Will occasionally be required to remain in a stationary position for an extended period of time while performing administrative duties.
3. Will frequently operate a computer, keyboard, and other office equipment.
4. Consistently needs to move about inside building, outside to include uneven terrain, elevation changes, and frequently changing body position from and standing, kneeling, sitting, and prone.

5. Occasionally will be required to assist in the physical restraint of a youth (50-300lbs) who is a safety risk to themselves or others.
6. The person in this position will constantly communicate with clients, their treatment team, and others. Must be able to communicate accurate information and accurately understand information communicated by those individuals.
7. Must be able to perceive, recognize, and observe client's behavior to include non-verbal cues expressed by the client.
8. Conditions can be high stress during de-escalation or restraint of physically out-of-control youth.

As a Relief Mental Health Worker for YBGR I understand and acknowledge the following:

1. I am expected to work a minimum of 8 hours per month providing direct care to youth at Yellowstone Boys and Girls Ranch. Failure to do so will result in termination unless on approved leave. Any continuing education training hours will not be counted toward fulfilling the 8-hour requirement.
2. More than 1 call off of an accepted shift in any single month will result in termination unless due to a medical emergency, FMLA, or other protected leave. As a Relief Mental Health Worker, I should be contacting the YBGR Scheduler monthly regarding my availability.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

I have received, reviewed, and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Printed Name: _____ Employee # _____

Employee Signature: _____ Date: _____