

# California OnTrack

<https://californiaontrack.com/job/mental-health-technician/>

## Mental Health Technician

### Description

We are seeking a compassionate and dedicated Mental Health Technician to join our team. The Mental Health Technician will be responsible for ensuring a safe and supportive environment for clients, assisting clients in attending scheduled clinical services and activities, providing skill coaching, documenting incidents and changes in client condition, and completing clinical documentation in a timely manner. The Mental Health Technician will also work closely with the clinical treatment team to ensure proper and efficient clinical care.

**JOB TYPES:** Full-time, Part-time

### Responsibilities

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain a supportive and safe environment for clients at all times
- Aid clients in attending all scheduled clinical services on time and encourage participation in on-site and off-site activities. Document daily attendance and sign in sheets.
- Provide skill coaching as needed
- Document any significant incidents on Incident report form and alert supervisor immediately
- Complete clinical documentation in a timely manner as required, including all notes in EMR
- Ensures that documentation reflects all changes in client's condition and notify clinical staff of any noteworthy observations
- Maintains client, employee and company confidentiality
- Work alongside the clinical treatment team to ensure proper and efficient clinical care to our client.
- Must attend all training, education, and staff enrichment activities
- Assists with clients in a pleasant, professional, and efficient manner. Seeks assistance of licensed staff when needed.
- Provides one-on-one assistance to clients in crisis as directed by the clinical team and the client's treatment plan.
- Assists in the admission and discharge process, including orientation, belongings inventory, and facility tour.
- Leads/Co-leads and facilitates groups and Clubhouse activities (as appropriate to licensure)
- Performs all other duties assigned by their assigned supervisor. This includes light housekeeping duties, conducting inventory, prepping supplies for the next day, etc.

### Qualifications

#### EXPERIENCE:

- working in a treatment center or busy psychiatry office: 1 year (Required)
- working with people with Serious Mental Illness: 1 year (Required)
- working with clients to use distress tolerance skills: 1 year (Required)

#### PREREQUISITE QUALIFICATIONS:

- HS Diploma or GED required; Bachelor's Degree strongly preferred.

### Hiring organization

California OnTrack

### Employment Type

Full-time, Part-time

### Beginning of employment

As soon as possible

### Industry

Mental Health

### Job Location

11500 W. Olympic Blvd., Suite 399,  
90064, Los Angeles, CA, USA

### Base Salary

\$ 20.00 - \$ 25

### Date posted

March 29, 2023

- One year of experience in a treatment facility, psychiatry or psychologist office setting.
- Must have valid California driver's license and liability insurance if driving personal vehicle on Center business.
- Ability to provide health and TB clearance
- CPR/First Aid certification or willing to obtain upon hire.
- Ability to pass DMV and thorough background check.
- Familiarity with Health care laws and regulations, including HIPAA.
- Knowledge of current legal standards pertaining to professional practice, reporting requirements, and professional boundaries.

## **CORE COMPETENCIES**

- Excellent written and verbal communication skills.
- Proficient in Google Workspace (Google Docs, Sheets, Slides) and MS Word and Excel, or similar software.
- Prior experience working with CBT and/or DBT modalities.
- Reliability and punctuality.
- Ability to provide crisis intervention and/or conduct a risk assessment.
- Meet documentation requirements based on California law.
- Must be able to work successfully under highly stressful conditions.
- Ability to organize and prioritize tasks, and multi-task.
- Ability to work independently as well as a part of a team.
- Must be capable of adapting to varying workloads and work assignments on a constant basis.

## **PHYSICAL, MENTAL & SPECIAL DEMANDS**

- Ability to stand, or walk up to six hours, sit for up to two hours.
- Ability to spend 20% of the workday outdoors in temperatures varying from 30°-100° F and 80% of the workday indoors in temperatures varying from 60°-85° F.
- Ability to occasionally push/pull wheeled carts from 200 lbs. (i.e. patient in wheelchairs).
- Ability to frequently lift and carry up to 20 pounds; occasionally lift and carry up to 100 lbs.
- Ability to see well enough to read written materials.
- Ability to discern a variety of odors.
- Ability to handle hazardous/infectious waste on an occasional basis.
- Ability to work in an environment where the noise level is frequently high; where chemicals are frequently used in cleaning; where mechanical and electrical hazards may occasionally be present; and where dust, mist and steam are frequently generated in housekeeping tasks.
- Ability to respond to exposure to blood and bodily fluids.
- Vision, hearing, manual dexterity and hand-eye coordination must be adequate for performance of job duties. Able to sit at a desk, use keyboard, write and physically perform other job duties.

## **MACHINES, TOOLS, EQUIPMENT & OTHER WORK AIDES**

- Facility and comfort using a computer.
- Strong knowledge and ability to use without training, Google Drive, Google Docs, Google Sheets.
- Ability to use and navigate telephone and paging system.
- Proficient in the use of a typewriter and calculator/10-key.
- Proficient in the use of a copy machine.
- Proficient in the use of BestNotes Electronic Medical Records System.

**LICENSE/CERTIFICATION:** Driver's License (Required)

**Job Benefits**

**BENEFITS:**

- Dental insurance
- Employee discount
- Health insurance
- Paid time off
- Professional development assistance
- Vision insurance