

Job Description

Job Title: ARMHS Mental Health Practitioner 1

Exemption Status: Non-exempt

Department: ARMHS

Reports To: ARMHS Treatment
Coordinator

Job Summary: Works collaboratively within a multidisciplinary team to provide person-centered, rehabilitative mental health services to individuals with behavioral health diagnoses. Supports individuals in developing skills to manage mental health symptoms and achieve individualized goals through the development, implementation, and evaluation of treatment plans and documentation.

Essential Qualifications

Education/Experience:

Must be qualified as specified under Minnesota Statutes to include one of the following:

1. Has at least 30 semester hours or 45 quarter hours in behavioral sciences or related field and one of the following:
 - A. 2000 hours of experience providing services to individuals with a mental illness or substance abuse disorder.
 - B. 2000 hours of experience providing services to individuals with a traumatic brain injury or a developmental disability and completes the additional ARMHS training described in section 245I.05, subdivision 3, paragraph c before providing direct contact services.
 - C. Is fluent in the non-English language of the ethnic group to which at least 50 percent of the individual's clients belong, and completes the additional training described in section 245I.05, subdivision 3, paragraph (c), before providing direct contact services.
 - D. Is working in a day treatment program that meets ARMHS requirements **or** has completed a practicum or internship that requires direct interaction with adults or children served and is focused on behavioral sciences or related fields.
2. Has 4000 hours of experience in the delivery of services to individuals with mental illness or substance use disorder.
3. Has 4000 hours of experience in the delivery of services to individuals with traumatic brain injury or developmental disabilities and completes training requirements before providing direct contact services.
4. Has 2000 hours of experience providing services to individuals with mental illness or a substance use disorder and receives treatment supervision at least once per week until obtaining 4000 hours of experience.
5. Has 2,000 hours of experience providing services to individuals with TBI and developmental disabilities, receives treatment supervision at least once per week until obtaining 4000 hours of experience, and completes training requirements before providing direct contact services.
6. Has a master's or other graduate degree in behavioral sciences or related field.

Technical competencies:

Ability to use computers, RSI systems, and other relevant software applications proficiently

Professional Competencies/Job Requirements:

- Must be at least 18 years of age
- Possess a valid, unrestricted driver's license and maintain a driving record that meets organizational insurability standards. ARMHS positions also require access to a reliable vehicle in good operating condition and proof of current vehicle insurance
- Meet and maintain qualification status under Minnesota Rule 11, including successful completion of required criminal background studies through the Department of Human Services
- Complete all required initial training and participate in ongoing training in accordance with agency policies and applicable licensing regulations
- Demonstrate the ability to read, write, and comprehend English at a minimum 12th-grade level
- Strong written and verbal communication skills, with the ability to document services clearly and accurately
- Effective organizational and time management skills, with the ability to prioritize tasks and meet deadlines
- Ability to work independently with minimal supervision
- Ability to assess situations, monitor behavior, and respond appropriately to de-escalate conflict
- Demonstrated ability to model professionalism, ethical behavior, and positive work performance
- Ability to stand/walk for extended periods, sit, walk up and down stairs and run short distances
- Ability to assist with personal care and physical activities based on the needs of the individual supported. Physical requirements may include the ability to independently lift up to 50 pounds; assist with lifting and transferring individuals (with or without staff support); push and pull wheelchairs; and perform tasks involving bending, reaching, kneeling, stooping, twisting, and turning. Must also be able to carry objects, demonstrate manual dexterity, operate assistive equipment and computers, complete household tasks, drive, write, and provide physical intervention when necessary

Exceptions to the above essential requirements must be approved by the Treatment Director and Human Resources Director.

Essential Functions (Duties and Responsibilities):

ARMHS Mental Health Practitioner 1 Responsibilities

1. Work collaboratively with the treatment team in developing, implementing, and evaluating treatment programs and documentation.
2. Complete assigned training designed to develop skills in writing functional assessments, treatment planning, and other documentation.
3. Assist in the development of treatment plans, functional assessments, individual abuse prevention plans, and discharge summaries and plans.

4. Assist in the orientation and training of staff.

ARMHS Mental Health Worker Responsibilities

1. Report to scheduled shifts, training sessions and staff meetings as assigned and in accordance with the Staffing and Attendance policy. Notify supported individuals when unable to meet at the scheduled time and reschedule appointments.
2. Work collaboratively with the individual and their support team members to implement individual support plans following ethical standards of practice (e.g., confidentiality, informed consent) when providing and ***facilitating services*** to individuals.
3. Respond to the needs, desires and interests of people receiving services through proper review, implementation and ***assessment*** of services, in accordance with the individual treatment plans, providing continuous feedback.
4. Provide services that are rehabilitative and enable the recipient to develop and enhance psychiatric stability, social competencies, personal and emotional adjustment and independent living and community skills. Support the individual in ***building*** and strengthening skills necessary to develop ***and maintain friendships and other personal relationships*** promoting healthy lifestyles.
5. Encourage ***individual empowerment*** by promoting participation in support service development and providing mental illness symptom management and relapse prevention skills.
6. Use sensitive ***communication*** skills to build rapport and open channels of communication acknowledging individual's ideas and concerns, responding in an appropriate and respectful manner
7. Provide support to individuals in identifying, planning and participating in ***community*** events and activities, ***network*** with other ***service*** organizations to identify and overcome obstacles or barriers and enhance community resource utilization.
8. Schedule and attend trainings and meetings as outlined in the Staff Training policy in accordance with applicable licensing rules and statutes.
9. Serve as an ***advocate*** for the individual by understanding and communicating their needs, wants and choices.
10. Provide ***vocational, education and career support*** based upon the individual needs of the person.
11. Provide appropriate supervision and ***crisis prevention intervention*** and resolution techniques, following agency policies and procedures, risk management plans and individual support plans.
12. Represent RSI in a professional, responsible and respectful manner in accordance with the ***organizational*** mission and philosophy while adhering to agency policies and procedures at all times.
13. Complete thorough and accurate ***documentation*** ensuring all required documentation is completed within 24 hours of meeting with ARMHS service recipient. Provide quality documentation using specific, objective and descriptive language respecting individual confidentiality at all times.
14. Report improper or suspicious behavior, misconduct of co-workers, and any/all suspected violations of policy to a supervisor within 24 hours of becoming aware of the problem. Submit a written narrative of the report to the on call Supervisor within 72 hours of becoming aware of the problem. Report any suspected abuse or neglect of a consumer to the on-call supervisor or common entry point within 24 hours of becoming aware of the problem.
15. Instruct, assist, and support the individual served in developing ***household management*** skills (cooking, budgeting, shopping, banking, etc.) and assist the individual in identifying and accessing transportation.
16. Provide ***transportation*** for individuals to and from activities, appointments and other community-based destinations as needed.

17. Promote ***health and wellness*** through health maintenance and prevention strategies such as proper nutrition and exercise; provide accurate medication documentation, education and monitoring, maintain knowledge of general health and safety rules, first aid and emergency procedures.
18. Maintain a ***professional*** manner at all times, serving as a positive role model for individuals and respecting professional boundaries in the workplace. Respond to stressful situations in a calm and professional manner.
19. Establish trust with individuals by developing positive and helpful relationships through courteous and respectful interactions. Develop and maintain working relationships with all team members including co-workers, peers, supervisors, family members, guardians, etc. sharing information with others as needed.
20. Participate in clinical supervision with ARMHS Professional as required.
21. Other duties as assigned.

Employee acknowledgement of Job Description

I have read and received a copy of this job description. I understand that it does not represent an employment contract between RSI and myself. I understand that this document is subject to change and is not intended to be an exhaustive list of all the elements of the job. I understand that it is my responsibility to inform RSI of any changes in my ability to perform the job duties or to meet and maintain minimum qualifications for the position.

Employee Signature

Date

History: Updated 9/25/2007, 6/15/18, 7/1/2022
Last Updated: October 20, 2026