

Human Service Technician-ADAPT

Human Service Technician positions are available in the Range Mental Health Center's ADAPT Program. These are a temporary summer positions.

Application must be downloaded at <http://www.rangementalhealth.org> under the career tab and should be submitted by April 24, 2018 via one of the following options:

Mail: RMHC, Attn: HR, PO BOX 1188, Virginia, MN 55792

Email: rtardy@rangementalhealth.org

Fax: 218-741-3080

Essential Functions:

1. Assist supervisor as assigned with day programming to include transportation, groups, engagement and redirection, crafts, and adventure based outdoor activities
2. Assist with obtaining, packaging, distributing, and collecting of supplies
3. Interact and engage the people we serve while supporting and encouraging participation
4. Monitor and intervene when unsafe practices are observed
5. Communicate and cooperate in a professional manner
6. Complete all billing or other assigned paperwork as assigned by supervisor to meet agency policy and procedures
7. Attend Rule 29, ADAPT, Wilderness Team, and other meetings as directed
8. Provide transportation as necessary and as assigned
9. Assist Designated Team Leader with the facilitation of groups
10. Able to work the predetermined hours within the workweek as assigned by Designated Team Leader
11. All other duties as assigned

Position Qualifications:

1. High School Graduate or equivalency
2. Valid driver's license with good driving record

Skills Required:

1. Strong verbal and written communication skills.
2. Flexible and able to prioritize workload
3. Good organizational skills
4. Non-judgmental attitude toward persons with disabilities
5. Ability to interact with people in a professional manner
6. Ability to identify, understand, and respond to needs of the people we serve
7. Current Minnesota driver's license, good driving record, reliable transportation and insurable by agency insurance carrier

Physical Standards:

1. Ability to lift 25 pounds
2. Ability to deal with heat and cold environments
3. Ability to deal with significant daily stress
4. Ability to climb stairs, walk, run, and walk on uneven and rough terrain
5. Ability to utilize physical restraint as needed per policy and procedure
6. Sufficient hearing acuity to accurately record information, whether on the phone or in person
7. Able to understand and articulate and the English language in a manner that is sufficiently clear as to be easily understood
8. Maintain an acceptable level of cleanliness and physical appearance

EOE/AA