

## HUMAN SERVICE TECHNICIAN-CLUBHOUSE

Casual Part-time HST-Clubhouse position available in Hibbing at the Perpich Buildings Clubhouse, The Healing Place. Application for employment should be downloaded from under the careers tab at [www.rangementalhealth.org](http://www.rangementalhealth.org) and submitted by January 26, 2018 via one of the following methods:

Mail: RMHC, Attn. HR, P.O. Box 1188, Virginia, MN 55792

Fax: 218-741-3080

Email: [rtardy@rangementalhealth.org](mailto:rtardy@rangementalhealth.org)

### Essential Functions:

1. Engage, interact, and encourage members of the RMHC Clubhouse / Drop In
2. Transport the people we serve and / or RMHC Clubhouse / Drop In members to and from RMHC to other locations within the community for outings and other assigned events
3. Communicate and coordinate with other RMHC staff to refer the people we serve that may need additional services to an appropriate provider of such services
4. Coordinate to obtain supplies and materials for Clubhouse groups / activities
5. Complete paperwork or documentation relevant to duties or tasks assigned
6. Attend staff meetings, trainings, and other programs as assigned
7. Work the predetermined hours established as a work schedule
8. Willingness to be trained in age specific and cultural competencies
9. Communicate and cooperate with co-workers in a professional manner
10. Build and maintain positive working relationships with stakeholders
11. All other duties as assigned

### Educational Requirements:

1. High school graduate or equivalency
2. Valid Driver's License and acceptable driving record

### Skills Requirements:

1. Knowledge and ability to conduct/direct reality orientation.
2. Ability to use motivational techniques.
3. Ability to teach, direct craft activities.
4. Able to identify, understand, and respond to needs of the people we serve.
5. Conduct individual and group sensory programs.
6. Ability to document status of the people we serve into the medical record.
7. Strong verbal and written communication skills.
8. Ability to provide pleasant, sensitive, empathic demeanor to people we serve and a non-judgmental attitude toward persons with mental and physical challenges.
9. Ability to interact well with all staff, display professional courtesy at all times.
10. Flexible and able to prioritize workload.
11. Crisis management skills.

12. Good organizational skills
13. Able to work independently
14. Computer skills sufficient to log in to a computer and check and send email and / or view or edit an electronic health record.

Physical Standards:

1. Sufficient hearing acuity to accurately interact with a person we serve, whether on the phone or in person.
2. Able to articulate the English language in a manner that is sufficiently clear as to be easily understood.
3. Maintain an acceptable level of cleanliness and physical appearance
4. Handwriting sufficiently legible to denote progress in medical record
5. Ability to deal with significant daily stress.

**EOE/AA**