

## Rehab Worker

Full Time Rehab Worker position is available in Hibbing for Housing. This position will be starting in January of 2018. Application for employment should be downloaded from under the careers tab at [www.rangementalhealth.org](http://www.rangementalhealth.org) and submitted by December 3, 2017 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. Provide housing support to formerly/currently homeless individuals within the community. This includes coordinating services, making appropriate referrals, conducting home visits and assistance completing necessary paperwork to obtain or maintain housing.
2. Identify eligible participants for entry to housing program as identified by grant(s) via outreach, referrals, and by engaging community partners.
3. Complete all necessary documentation and data entry so that RMHC remains compliant with grant(s) and up to date on payments to landlords; this includes progress notes, rental payment requests, and yearly re-certifications
4. Attend mandatory meetings as requested by all collaborating community resources and Housing Program Manager
5. Refer the people we serve to other services as deemed necessary
6. Advocate for the people we serve with landlords and other agencies
7. Assist the people we serve in obtaining and maintaining their entitlements.
8. Instruct, assist, enable recipients to develop and enhance stability, competencies, personal/emotional adjustments and independent living and community skills.
9. Attend weekly CSP staff meetings, multidisciplinary staff meetings, and all other assigned required trainings
10. Provide program transportation as needed.
11. Ability to work a 40 hour work week. Notification of work schedules must be given to supervisor.
12. Willingness and ability to be trained in cultural competencies as needed.
13. Follow all Federal guidelines in accordance with the Department of Labor's statutes and laws and any other regulatory agencies.
14. Other duties as assigned

### Minimum Qualifications:

1. Must be at least 18 years of age.
2. High School Diploma or equivalency
3. Philosophical approach consistent with Range Mental Health Center's mission
4. Must pass a Department of Human Services background check
5. Meet minimum training requirements of training under the Minnesota Department of Human Services and the Minnesota Department of Health.

6. CPR / First Aid Certification (may be obtained through RMHC following the commencement of employment)
7. Current Minnesota driver's
8. Must be at least 18 years of age

Physical Standards:

1. Ability to lift 25 pounds.
2. Ability to deal with significant daily stress.
3. Ability to climb stairs.

Skills Required:

1. Valid Minnesota driver's license, good driving record, and reliable transportation. Must be insurable by RMHC's insurer.
2. Good verbal and written communication skills.
3. Good observation, rapid assessment, and crisis management skills.
4. Non-judgmental attitude toward persons with disabilities.
5. Ability to be flexible and to work as a team member.
6. Good understanding of local and state mental health system.

EOE/AA