

UNIT TECHNICIAN – Range Mental Health Center

One full time and one part time Unit Technician positions are available at Range Mental Health Center's Range Treatment Center which is located in Virginia, MN. Must be able to pass DHS background check, drug screen, have a valid driver's license and a good driving record, and be able to work all shifts.

These entry level positions serve to support client services. Essential functions include facility preparation; transporting clients; assisting with admissions and discharges; interacting with and monitoring / assisting clients; and completing documentation as required. Must have general computer skills, be able to handle sensitive situations in a calm and respectful manner, and be able to maintain confidentiality.

To apply, download application under the careers tab at <http://www.rangementalhealth.org>. Application should be submitted via one of the following methods:

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

Email: rtardy@rangementalhealth.org

Fax: 218-741-3080

Essential Functions:

1. Answer the phones and relay calls and messages to the appropriate person
2. Assist with the admission and discharge of Range Treatment Center (RTC) clients
3. Perform the necessary RTC physical plant maintenance which includes (but is not limited to) the cleaning of hallways, client rooms, lounges, utility rooms, showers, bathrooms, and making of beds
4. Complete clinical documentation in the electronic health record (CREDIBLE)
5. Orientate clients
6. Complete admission / discharge DAANES data collection and data entry
7. Transport clients to and from activities, appointments, court appearances, etc.
8. Facilitate program activities and groups as assigned
9. Assist the nurse in providing hygiene care for clients
10. Wash client's clothes as needed
11. Transport laundry to and from the cleaning service
12. Transport meals from the Bell Building to RTC and distribute meals to clients
13. Monitor clients and regularly walk thru RTC; provide necessary direction or appropriate confrontation to maintain a safe and compliant environment
14. Assist clients with homework assignments as assigned by counseling staff
15. Perform room searches and confiscate contraband or unapproved items
16. Assist the Charge Nurse in performing client drug screens
17. Search clients luggage, bags, clothing, and packages; document client belongings; confiscate contraband and report it to the appropriate authorities if necessary
18. Check in and monitor visitors of RTC clients; search visitor clothing and deny entry of inappropriate or unapproved items
19. Follow the list of assigned job duties list for the shift being worked
20. Take direction for assigned tasks from Charge Nurse and Supervisors.

21. Provide necessary client care under the direction of Charge Nurse.
22. Attend staff meetings and other trainings as assigned
23. 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. 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. One year free from chemical use problems
7. CPR / First Aid certification required
8. Current Minnesota driver's Must be at least 18 years of age

Skills Required:

1. Assertiveness sufficient to complete positions essential functions
2. Ability to attend to non-verbal cues from a client
3. Ability to organize and prioritize tasks with sufficient flexibility to meet demands in a fluid and changing environment
4. Ability to maintain the confidentiality of interaction with clients in the treatment setting and other relevant confidential information
5. Ability to handle sensitive situations in a calm, respectful manner
6. Ability to operate accurately a computer, keyboard, and mouse
7. Ability to handle significant daily stress
8. Ability to effectively communicate with co-workers, clients and outside parties
9. Ability to read, write, and speak the English language

Physical Requirements

1. Ability to sit and stand for long periods of time
2. Ability to climb stairs
3. Ability to operate a keyboard and mouse
4. Ability to lift 50 pounds
5. Sufficient vision to utilize a computer monitor, to inspect and monitor the physical outlay or each program, to monitor client's behavior and / or body language, and to inspect luggage, clothing, or packages
6. Sufficient hearing acuity to accurately record or respond to another party both in person, on the phone, and in a group setting
7. Maintain an acceptable level of cleanliness and physical appearance
8. Ability to verbally communicate English in a manner that is sufficiently clear so as to be easily understood
9. Eighteen (18) years of age or older

EOE / AA