

**JOB DESCRIPTION**

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| **MENTAL HEALTH AIDE** |
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| Supervisor: | House Manager | FLSA Class: | Non Exempt |
| Hours: | Varies | Program/Dept.: | N/A |
| Wage Range: | $13.00/hour | Site: | Redwood/Fourth Ave |

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| **POSITION DESCRIPTION** |
| * The Mental Health Aide is a direct staff position. This position provides supportive services to assist the residents in achieving a better quality of life and reaching their goals. The job duties are as follows:
* Manage a caseload of residents with emotional challenges or mental illness
* Report to a House Manager any concerns regarding residents related matters
* Ability to actively listen, and assist residents requiring emotional support
* Ability to cook full course meals
* Supervise residents and enforce house rules
* Possess the discipline to work alone in an office setting
* Proficient in Microsoft Word, Excel, and Outlook
* Employees must be able to attend mandatory monthly staff meetings and off-site training
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| **EDUCATION & EXPERIENCE** |
| Must have some experience in coaching, counseling, crisis intervention and/or experience working with those with various psychiatric diagnoses. Preferred: Mental Health Certificate or training in psychology, AODS, counseling, or mental health. |
|  **REQUIRED KNOWLEDGE, SKILLS, & ABILITIES** |
| * Ability to read and interpret documents and procedure manuals.
* Must be able to write routine reports and correspondence.
* Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
* Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to use a calculator a must.
* Demonstrates attention to detail.
* Ability to cultivate and maintain cohesive working relationships with coworkers.
* Works well in group problem solving situations
* Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
* Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.
* Must be able to operate a computer, related equipment and software.
* Ability to manage time and tasks in order to meet strict deadlines while maintaining quality of work.
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| **ROLES & RESPONSIBILITIES** |
| 1. The duties of this position include, but are not limited to the above responsibilities. This job description is not permanent and serves as a guideline that can normally be expected to change when appropriate.
2. From time to time, employees are asked to perform duties and handle responsibilities that are not in their job descriptions. If, over the months, the new duties and responsibilities remain a significant part of the assignment, the job description is changed.
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| **PHYSICAL DEMANDS** |
| The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform these functions provided those accommodations pose no danger or threat to the employee, staff, clients, vendors, etc., or create undue hardship for the agency or its staff.While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations, and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand, and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit for long periods of time, reach with hands and arms, talk and hear. Ability to operate a motor vehicle in order to visit other sites, and run errands required.  |
| **WORK ENVIRONMENT** |
| The workspace for the Mental Health Aide is located in a heavy traffic area. Frequent interruptions from fellow staff members and residents is expected. The sound level is generally low to moderate. |
| **ADDITIONAL REQUIREMENTS** |
| * All employees must pass a State and Federal Live Scan background check before the start of employment.
* Big Sister League of San Diego, Inc. (BSL) is an equal opportunity employer and makes employment decisions based on merit. Agency policy prohibits unlawful discrimination based on race, color, creed, marital status, sexual orientation, gender identity, age, national origin or ancestry, physical or mental disability, medical condition, gender, pregnancy or any other consideration made unlawful by Federal, State or local laws.
* Big Sister League of San Diego, Inc. is an at will employer. Employment with BSL is for an indefinite period of time and is subject to termination by the employee or BSL, with or without cause, with or without notice, and at any time.
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| **Employee** |  | **Date** |
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| **Supervisor** |  | **Date** |