

**Job Title:** Mental Health Worker (MHW)

**Reports To:** Director of Mental Health Services (or designee)

**About CLARE | MATRIX:** CLARE | MATRIX is a nonprofit organization providing effective and compassionate treatment, recovery, and prevention services for alcoholism and substance abuse to individuals, families, and the community.

Since 1970 CLARE | MATRIX has provided quality substance abuse and mental health treatment to men, women, and children in southern California.

Through programs run by a compassionate, committed, results-oriented team of counselors, therapists, and administrators, CLARE | MATRIX continues to build its reputation as a leader in Evidence-Based Treatment practices and continues to break new ground in the areas of positive outcomes, outreach, research, and community involvement.

Headquartered in Santa Monica, CA CLARE | MATRIX maintains 18 facilities in the southern California region; providing services to participants in a manner consistent with its Core Values: Compassion, Teamwork, Integrity, Empowerment and Adaptability.

**Summary:** Under supervision, partners with consumers/families with mental illness and/or substance abuse to achieve recovery; develops, delivers, and evaluates recovery focused mental health and case management services; participates in individual, family, and group counseling; and advocates for decreasing stigma associated with mental illness and/or substance abuse.

**Responsibilities and Duties:**

- Provides safe, effective and efficient implementation of direct care in accordance with established policies, procedures and standards of care.
- Establishes and maintains and co-facilitates a therapeutic relationship with clients and acts as a role model in maintaining a hopeful and positive attitude in problem solving and coping with the disabilities associated with mental illness.
- Attends and participates in community meetings and groups.
- Documents client activities of daily living, response to interventions, and significant behavior changes as appropriate.
- Admits and discharges patients as assigned, this includes completing associated documentation.
- Collects stool, urine and other specimens, as requested, on assigned clients.
- Obtains client vital signs and weights, as assigned.
- Assists clients at mealtime by distributing meal trays, pouring beverages and/or feeding clients in need of assistance.
- Provides client monitoring including but not limited to rounds, seclusion and restraint supervision and smoke breaks.
- Commitment to teamwork via questions and cooperation.
- Assist in client outings and/or driving.
- Practices body substance precautions at all times.



**COMPASSION – TEAMWORK – INTEGRITY – EMPOWERMENT – ADAPTABILITY**

- Participates as a team member and provides input via reporting observations, concerns and asking appropriate questions.
- Reviews and implements client treatment plans.
- Actively participates in multidisciplinary team meetings and treatment planning meetings.
- Demonstrates knowledge of PART principles and techniques.
- Informs the charge nurse of client behavior and condition, particularly changes in mental and/or physical condition.
- Participates in and assists clients during group outings.
- Observes, records and reports client social, psychiatric and physical behavior.
- Completes the following assessment activities:
  - Reviews admission documentation.
  - Assists in client reviews and assessment of client care plans.
- Demonstrates the ability to recognize changes in client milieu and make modifications in care giving methods.
- Demonstrates knowledge and proper use of equipment and supplies.
- Promotes and assists clients in developing self-help skills.
- Explains policies and procedures to clients and their families.
  
- Demonstrates a good rapport and cooperative working relationships with all members of the team; responds to co-workers with concern and promotes group morale.
- Maintains an effective and courteous working relationship with clients and other staff members through the use of appropriate interpersonal skills.
- Protects the confidentiality of employee and client information.
- Continually focuses on assigned tasks and seeks and implements improvements as necessary.
- Understands and demonstrates the safety program in all activities.
- Protects clients from behavior that could damage themselves or others.
- Acts in a professional manner, always demonstrating respect and understanding of the community and neighborhood when representing CLARE in the community.

**Knowledge, Experience & Skills:**

The ideal candidate will have

- One (1) year of experience with nursing and/or psychiatric clients in a clinic, hospital or a long-term care facility is preferred.
- Knowledge of basic psychiatric and nursing skills, including nursing interventions is essential.
- Certification as a CNA or its equivalent is acceptable documentation of nursing skills knowledge.
- A High School diploma or G.E.D. equivalent is required.
- Good communication skills and a desire to work with severely mentally impaired adults is crucial. Incumbents must be at least eighteen (18) years of age and be proficient in reading, speaking and writing English.

**Physical Demands:**



COMPASSION – TEAMWORK – INTEGRITY – EMPOWERMENT – ADAPTABILITY

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

**Work Environment:**

This job will be primarily located at the CLARE | MATRIX offices in Santa Monica, CA. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

By my signature I acknowledge that I have received and reviewed a copy of this job description:

\_\_\_\_\_  
Employee Printed Name and Signature

\_\_\_\_\_  
Date

**CLARE | MATRIX is an equal opportunity/affirmative action employer. CLARE | MATRIX does not discriminate because of gender, sexual orientation, race, religion, age or physical, mental or sensory challenges. No qualified applicant will be denied employment sole on the basis of having or not having a prior history of alcoholism or other drug addiction.**

