

# MOTIVATIONAL SERVICES, INC.

## JOB DESCRIPTION

**Position Number:** \_\_\_\_\_ **Position Title:** Mental Health Support Specialist (MHSS)

**Salary Grade:** Direct Care – Grade III  
(according to Salary and Wage Guidelines)

**Time Requirement:** (hours per week) Up to 40hours/week -flexible

**Work Schedule:** (general work period) Varies

**Reports to:** (supervisor job title) Supported Living Specialist Area Manager (SLSAM)

**Supervises:** (applicable job titles) N/A

**General Functions:** (brief narrative overview of scope of responsibilities and representative tasks)

The MHSS works with people who are recovering from mental illness and receive either residential or supported living services in the community of their choice. This paraprofessional work includes providing support, assistance and training in areas of daily living, communication, socialization, recreation, management of behavior, educational approaches to mental rehabilitation and maintenance of health and safety.

**Essential Functions:** (listing of daily, weekly, monthly essential duties of the position - clinical/admin)

1. To provide support, training and assistance as necessary on the goals and objectives outlined in each person's Individual Living Plan or ILP.  
*(This may include working with people on housekeeping, transportation, interpersonal relationships, health maintenance, safety practices, financial management, basic academic skills, management of personal and legal affairs, problem solving and decision making, involvement in the community, recreation, menu planning and meal preparation, communication tools and skills and exploration of meaningful activities including work, education or other interests.)*
2. To teach skills within the context of daily interactions with people in their own environments through support of different learning styles by using the *Tell, Show, Do* strategy.
3. To assure each person's health and safety through understanding of prevention of, and mandatory reporting of Abuse, Neglect, and Exploitation.
4. To identify and resolve issues of safety by assessing risks in order to assist the person and team in the development and implementation of safe, effective plans.  
*(This area includes environmental safety, behavioral crisis and medical crisis plans.)*
5. To support each person with medication management as indicated in the ILP/Service plan and to do so as identified in CRMA expectations.

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6. To effectively work with people through use of MANDT principles.  
*(This includes being fully present, being a good listener, using good self management , giving people space, being honest, doing things “with” not “for” others, using humor, respectfully setting limits, being consistent and practicing confidentiality.)*
7. To establish and maintain healthy personal and professional boundaries.
8. To work as part of a team in support of team decisions under the direction of the clinical supervisor, program manager and nurse.  
*(This includes resolving conflict and problems as well as managing stress in positive, proactive ways.)*
9. To provide necessary documentation of supports and services as indicated in each person’s ILP/Service Plan.
10. To be a lifelong learner.  
*(This includes learning from and sharing experiences with other team members, participating in ongoing training and maintaining required certifications and number of training hours.)*
11. To have reliable transportation and to provide transportation as needed.
12. To consistently complete all assigned job responsibilities through professional workplace practices that adhere to agency expectations as outlined in operational and procedural policy.

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**Minimum Qualifications:** (list of required and/or desired academic degree(s) and/or expertise)

Must have a High school diploma or G.E.D.; be of at least 18 years of age; have a valid Maine driver’s license and reliable transportation.

**Licensing/Certification Requirements:**

Provisional MHRT I, MHRT I certification

Must acquire and maintain current certification in the following trainings:

<u><b>Initial</b></u>	<u><b>Re-Certification</b></u>
CPR within 60 days	1 year American Red Cross -or- 2 years American Heart Association
First Aid within 60 days	3 years
MANDT within 60 days	1 year
Medication (CRMA) within one (1) year	2 years
Residential Care Specialist within 120 days	--
HIPAA within 30 days	--
Bloodborne Pathogens on date of hire	1 year
Sexual Harassment on date of hire	--
Consent Decree on date of hire	--

**EMPLOYEE ACKNOWLEDGMENT**

I acknowledge that I have received and reviewed the above job description, and accept the responsibilities outlined therein:

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Print:** \_\_\_\_\_

**Witness signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_