



**JOB OPPORTUNITY
NORTHCOAST BEHAVIORAL HEALTHCARE
OFFICE OF HUMAN RESOURCES**

CLASSIFICATION:	Therapeutic Program Worker	Job Code: 44112
SALARY	\$37,174 - \$37,627/ Annual	(\$16.88 – \$18.59/ hr.) Pay Grade: 05
POSITION NUMBER (PN)	20046961	
DIVISION	Community Support Network (CSN)	
JOB LOCATION	Primary Assignment: Madison Place 1677 North Hubbard Rd. Madison, Oh. 44057	
HOURS OF WORK	2 nd shift: 3:00pm – 11:00pm, rotating weekends & holidays	
SEND APPLICATIONS TO:	Human Resources P.O. Box 678003 Northfield, Ohio 44067	(330) 468-0627 (Fax) Apply online at: www.careers.ohio.gov
	Date Posted: 08/26/2019	Deadline: 09/02/2019 @ 11:59 pm
AN INFORMAL WRITTEN PROFICIENCY TEST MAY BE GIVEN AS PART OF THE INTERVIEW PROCESS		

THIS POSITION IS:

Exempt Non-Exempt from the bargaining Unit Bargaining Unit: 04
Permanent Transfer Promotional Bid (includes Lateral Transfers)
Permanent Full-Time Part-Time Intermittent

JOB DUTIES:

At NBH, services are provided utilizing a culturally competent team approach, which embraces the “Recovery” philosophy of care. Each & every employee is a member of that team. Treating each individual with dignity, & respect for patients, co-workers & others is a requirement of the team effort & a requirement of each employee. The following duties are performed with that understanding. Acts as an advocate for clients while providing services and refers clients to CSN Client Advocate as appropriate.

This Madison position will assist & provide care to consumers in Lake County. Using social learning & direct skills teaching, implements assigned responsibilities as reflected in the consumer personal plan & behavioral plan; provides intensive community based & in house living skills training & ensures consumer skills enhancement in two major areas. Independent Living Skills includes hygiene & personal grooming, medication management with staff assisting residents in accurately self-administering medication through monitoring psychiatric symptom management, food preparation & grocery shopping, domestic chores, health, nutrition, physical fitness, utilization of public transportation/travel, money management & budgeting & utilization of community resources. Social skills include leisure recreation, communication skills & appropriate behavioral skills, assesses & intervenes to stabilize potential crisis & works with resident(s) to de-escalate & problem solve (potential) crisis, & as necessary, intervene to ensure the safety of all residents & staff. Staff will also function as a role model for residents by behaving in a manner that is both professional & caring. Works with residents and other professionals to help develop effective, behaviorally-oriented ISPs & Behavior Plans to facilitate resident(s) skill development; evaluates consumer progress & recommends service revisions to supervisor, case manager & consumer. Works with the NBH supervisor, program director & others to develop a behavioral work plan, outlining the specific duties & responsibilities of the program workers contribution to the residential program; will participate in program development & direction under the guidelines of the Clinical Director. Participates in all Agency, program staff &/or resident meetings &/or committees, as necessary to carry out agency programs and services. Completes all required records, reports, & other required documentation in a timely and accurate fashion & documents all resident observation & progress, including changes in resident(s) behavior & progress made toward individual goals. Completes logs of consumer contacts & provide dates, contacts, & services provided.

MINIMUM QUALIFICATIONS:

Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary. Valid Ohio Drivers License & appropriate driving record. Statement of physical examination & TB Test prior to employment.

NOTE:

When completing a bid form for any change of classification, a resume and/or State Application form GEN-4268 must be completed in all possible detail & submitted by the filing deadline. People with mental disabilities are encouraged to apply for all job offerings. The final candidate selected for the position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant’s prior criminal convictions will be made before excluding an applicant from consideration. The final candidate selected for this position will be required to submit to urinalysis prior to an appointment to test for illegal drug use. The state will decline to extend a final offer of employment to any applicant with a verified positive test result. A candidate with a positive test will not be considered for any position with the State of Ohio for a period of one year.

Under provisions of the Ohio Civil Service Laws this position may be subject to Layoff Recall.
Northcoast Behavioral Healthcare is an equal opportunity employer, and does not discriminate on the basis of
race, color, national origin, sex, religion, age or disability in employment or the provision of services.



**JOB OPPORTUNITY
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OFFICE OF HUMAN RESOURCES**

CLASSIFICATION:	Mental Health Administrator 3	Job Code: 65223
SALARY	\$54,496 - \$77,646/ Annual	(\$26.20 - \$37.33/ hr) Pay range: 12
POSITION NUMBER (PN)	20044706	
DIVISION	Community Support Network (CSN) - Lake County	
JOB LOCATION	Willoughby – 1420 Lost Nation Rd. Willoughby, Ohio Madison – 1677 Hubbard Street, Madison, Ohio	
HOURS OF WORK	Monday – Friday, 8:00am – 4:30pm	(Flex as needed to meet operational needs; provides 24/7 on-call; off duty as needed)
SEND APPLICATIONS TO:	Human Resources P.O. Box 678003 Northfield, Ohio 44067	(330) 468-0627 (Fax) Apply online at: www.careers.ohio.gov
Date Posted:	09/05/2019	Deadline: Continuous
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THIS POSITION IS:

Exempt Non-Exempt from the bargaining Unit Bargaining Unit: 22
 Permanent Transfer Promotional Bid (includes Lateral Transfers)
 Permanent Full-Time Part-Time Intermittent

JOB DUTIES:

Functions as primary supervisor for assigned group homes in Lake County: ensures that staff provides services to CSN clients in accordance with their job description; observes & coaches staff as they provide services to assure continuity of care & coordination of services; ensures through regular monitoring & supervision that client records are completed as per program requirements; reviews & approves all staff time sheets & travel expense reports; develops, approves, & post staff work schedules & assignments/ task; reviews & approves leave requests in accordance with union contract & department policy; coordinates overtime roster; decides appropriate crisis intervention, course of action & activates overtime roster; completes annual performance evaluations, initiates any needed corrective action; in absence of staff, provides or arranges for needed client services; remains on call 24 hours a day, seven days a week to receive crisis calls & staff call offs; provides back-up on call services to other residential program managers as needed/scheduled; develops policies & procedures based on OhioDMHAS standards in preparation for possible survey & assures that service delivery complies with all applicable standards; develops & implements Quality Improvement plans; assists & participates in interview process to replace staff; assures for continued training & development of staff in areas of need, (i.e., skill teaching, crisis intervention), & other hospital mandated training. Coordinates treatment planning for clients, monitors client charts for compliance, responsible for PI documentation & reports. Maintains residential facilities & communicates the services offered to possible referral sources; ensures that all facilities are clean, orderly, & well maintained; communicates with Extended Housing for needed maintenance & repairs; facilitates menu planning for residents & purchases needed for food & household items; engages in community education & public relations activities to assure good relations in the surrounding neighborhood; operates facility according to standards sets forth by OhioDMHAS & Joint Commission; accepts referrals for the sites & decides if the program scope can address the need, & schedules/assigns staff to consumer to provide service; maintains responsibility for ongoing communication with Agency case managers on all client-related issues; communicates the services offered to possible referral sources; maintains positive relationships with referral sources (e.g., families, agencies & Board).

Performs other supervisory duties to ensure assign staff & group homes meet CSN, OhioDMHAS, Medicaid, CSM, & Joint Commission standards, attends personal/behavioral plan meetings & staff meetings; attends other required meetings at NBH or in the community; responds to requests for & provides reports concerned with staff performance, service tracking, quality assurance, & fiscal information; ensures continued training & development of staff in areas of need, (i.e., strength oriented treatment, service planning approaches, crisis intervention & stabilization techniques, social learning theory, direct skills teaching techniques & mandated hospital training initiatives); remains current on trends & techniques of service delivery for severely mentally disabled persons through review of literature & attendance at related workshops & seminars.

MINIMUM QUALIFICATIONS:

Completion of undergraduate core program in mental health & mental retardation technology, social work or comparable field (e.g., child & family community services), special education, psychology or rehabilitation; 12 months experience as lead worker providing work direction & training for other employees; 12 months training or 12 months experience in state &/or federal regulations & standards governing care, custody & programming of consumers/residents in mental health or developmental centers; 6 months experience in writing &/or assisting in development of policies, procedures, goals & objectives of operational unit or program of agency or firm; 1 course in manpower planning or 3 months experience scheduling staff to ensure adequate coverage or projecting adequate staff levels; 3 months training in budgeting or 3 months experience preparing or assisting in preparation of budget for operational unit or program of agency or firm. Or 24 months experience in development & implementation of treatment/habilitation plans for individuals who are mentally ill or mentally retarded & working as part of inter-disciplinary team to assess individual's needs & abilities; 12 months experience as lead worker providing work direction & training for other employees; 12 months training or 12 months experience in state &/or federal regulations & standards governing care, custody & programming of consumers/residents in mental health or developmental centers; 6 months experience in writing or assisting in development of policies, procedures, goals & objectives of operational unit or program of agency or firm; 1 course in manpower planning or 3 months experience scheduling staff to ensure adequate coverage or projecting adequate staff levels; 3 months training in budgeting or 3 months experience preparing or assisting in preparation of budget for operational unit or program of agency or firm.
 -Or 6 months experience as Mental Health Administrator 2, 65222.

NOTE:

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