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# Example of Mental Health Worker Job Description

Our company is growing rapidly and is looking to fill the role of mental health worker. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for mental health worker

* Responsibly documents using agency forms such as, but not limited to, therapeutic physical managements, locked door quiet rooms, and other significant incidents
* Responsible for documenting the following – Daily progress notes, monthly medication consultation sheets, quarterly milieu reports, shift and meal tracking sheets, medical appointments tracking sheets, and daily debriefing logs
* Duties may include being responsible for creating and updating MARS, scheduling medical appointments, monitoring the budget, and monitoring outgoing and incoming prescriptions
* Report and document client behaviors, unusual occurrences, and condition to appropriate staff members and complete necessary paperwork
* Continually updates skills through active participation in supervision, education, reading, workshops, and in-services
* Keeps current on certifications and training
* Responsible for the completion of assigned unit duties such as
* Follows the problem-oriented method for patient charting or reporting on behaviors observed
* Accurately obtains and records admission vital signs, height and weight, and documents
* Accurately monitors, reports, and documents routine vital signs as assigned

## Qualifications for mental health worker

* Professionalism - Reacts well under pressure
* Associates of Arts (AA) in the social sciences or related field preferred
* Must possess minimum computer competency comprised of a working knowledge of Windows or comparable system specifically including keyboarding and mouse skills and applicable to individual job duties and expectations, employee must demonstrate competency in use of the applications indicated on the competency checklist
* Current fire class card required for LA county
* An approved equivalent combination of training, experience and education that may include experience such as working as an HCA/ NA
* Knowledge of therapeutic interventions