

# July Openings at Helen Ross McNabb Center

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## ***Supportive Housing Mental Health Tech - Greater Chattanooga Area***

### **SUMMARY**

The Housing Mental Health Tech in the Greater Chattanooga Area is responsible for the implementation and monitoring of daily activities for clients involved in the Supportive Housing Program, including both in-house and community-based options. Responsible for ensuring the safety, welfare, and direct supervision of all clients. Encourages client involvement, builds upon individual strengths, and emphasizes recovery-based concepts. Requires an adequate level of flexibility, strong interactive skills, an ability to communicate effectively, capacity to remain calm during stressful situations, skill in maintaining professional boundaries, knowledge of recovery as it applies to the mental health setting, and willingness to conduct psycho-educational groups on living skills. Must be able to work flexible hours based on the needs of the program.

This position requires utilizing a personal dependable vehicle to conduct Center business. Maintaining a dependable vehicle and certified driver status is a condition of employment. Certified driver status includes: Having a valid Driver's License with an F endorsement, valid car insurance, and 3 years of acceptable driving history. Must be capable of driving a personal vehicle to transport clients as necessary, as well as driving a Center van when needed. Due to facility insurance requirements, staff in this position must be 25 years of age or older to drive the Center van.

We currently have both Full-Time and PRN positions available.

### **REQUIREMENTS**

**Education/Knowledge:** H.S diploma, preferred to have Associate's or Bachelor's degree in a health-related field of counseling, psychology, social work, sociology, or a behavioral science field with course work or experience in the areas of cultural diversity, human development, etiology and treatment of mental illness, alcohol and drug abuse, physical and sexual abuse, suicide, and an intellectual disability. Must have the ability to document in the Electronic medical record using correct grammar, punctuation and spelling.

**Experience:** One year experience in the social work field or a behavioral health setting will be considered.

Applicants should possess the ability to relate to individuals and families of varied ethnic and cultural backgrounds, ages, educational levels, and economic circumstances with respect and dignity. Excellent verbal, written, and computer skills are necessary in order to work effectively and collaboratively with clients, collaborating agencies, and community professionals, as well as maintaining proper documentation. Clinical staff members must possess reliable transportation, the ability to acquire an F endorsement on driver's license, and transport clients.

**Physical:** Exposure to biological hazards. Hearing of normal and soft tones as well as close eye work. Valid driver's license. Lifting up to 50 lbs. Pushing/pulling up to 150 lbs. Frequent sitting, standing, walking, bending, stooping, and reaching. To ensure the safety of the clients and staff, this position requires certification in and adequate implementation of verbal and physical de-escalation techniques (*Handle with Care*) that include a wide range of bodily movements including but not limited to grasping, holding another person, going down on knees, running, and walking.

### **TO APPLY:**

Go to <https://mcnabbcenter.e3applicants.com/careers> & select Hamilton from the Location drop-down menu.

The Helen Ross McNabb Center ([www.mcnabbcenter.org](http://www.mcnabbcenter.org)) is a premier not-for-profit provider of behavioral health services. The Center provides quality care and serves all ages in a continuum of prevention, early intervention, social, co-occurring, addiction, outpatient, and crisis services. HRMC is an

EOE. HRMC conducts mandatory background checks, driver's license record, degree verification, and drug screens at hire. Employment is contingent upon a clean drug screen, clear background check, and driving record with a standard of allowed moving violations and accidents. Additionally, certain programs are subject to TB Screening and/or testing. Bilingual applicants are encouraged to apply.

*This job description is not intended to be all-inclusive; and employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. This organization reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities. This job description does not constitute a written or implied contract of employment.*

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## **Health Information Management Specialist - Greater Chattanooga Area**

### **SUMMARY**

The Health Information Management Specialist in the Greater Chattanooga Area is responsible for managing Adult Services HIM department daily operations, along with the management of client information, involving all Center healthcare records. Understanding and a sense of judgment in maintaining records for all clients in a confidential Nature. Provides quality customer service and support for our clients, visitors and Center Personnel. Monitor and order supplies for Hamilton County Adult Center. Assist Supervisor with legal issues regarding client records, applying the laws to medical record protection and representing the Center in court cases when required by Subpoena/Court Order. Responds to requests for medical records in accordance with federal, state and Center guidelines, for Hamilton and McMinn County programs. These include Adult Services, Supportive Housing, and assistance and coverage with Children and Adolescent records. Notify Corporate Compliance with any problems, issues or concerns requiring assistance in supervisor's absence. This position requires utilizing a personal dependable vehicle to conduct Center business. Maintaining a dependable vehicle and certified driver status is a condition of employment.

### **REQUIREMENTS**

**Education/Knowledge:** Minimum educational requirement is a high school diploma or equivalent. Knowledge of healthcare records management, experience preferred. Must be able to operate computer equipment and be proficient in Microsoft software products for office productivity, Including Word, Excel, Outlook and PowerPoint.

**Experience:** Minimum of one year related experience.

Applicants should possess the ability to relate to individuals and families of varied ethnic and cultural backgrounds, ages, educational levels, and economic circumstances with respect and dignity. Excellent verbal, written, and computer skills are necessary in order to work effectively and collaboratively with clients, collaborating agencies, and community professionals, as well as maintaining proper documentation.

**Physical:** Lifting up to 50 pounds and ability to remove and place items from all levels of shelving. Sensory requirements include normal/corrected vision to allow reading of handwritten and/or typewritten information for filing and retrieving of Medical Records. Normal/aided hearing in order to hear and/or reorganize soft tones. Must be able to speak clearly in order to communicate effectively with others via use of telephone, and face-to-face contact. Additional physical requirements include manual dexterity in order to operate the following office equipment: telephone, computer, copy/fax/printer machine. Ability to stand and sit for extended periods of time. Ability to hear normal voice and ring tones.

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## **Peer Recovery Specialist - Greater Chattanooga Area**

### **SUMMARY**

The OnTrack Peer Recovery Specialist (CPRS) is responsible for leading education, socialization, empowerment, self advocacy, and support themed individual and group activities. This position is part of the OnTrack Hamilton TN coordinated specialty care (CSC) team. Position will promote recovery as part of the support services offered to those experiencing first episode psychosis. This position requires utilizing a personal dependable vehicle to conduct Center business. Maintaining a dependable vehicle and certified driver status is a condition of employment.

### **REQUIREMENTS**

**Education/Knowledge:** Must have at least a high school diploma or equivalent, Bachelor's preferred, be a State of Tennessee Certified Peer Recovery Specialist, or have completed the following to be eligible for state certification:

1. Attended the 5 day training facilitated by State Certified Trainers
2. Gained 75 hours of work or volunteer experience in Peer Recovery services

**Experience:** Must be a primary mental health consumer with appropriate life experience and a desire to be a role model for recovery. Experience in peer counseling is required. Some experience in customer service helpful.

**Skills:** Applicants should possess the ability to relate to individuals and families of varied ethnic and cultural backgrounds, ages, educational levels, and economic circumstances with respect and dignity. Excellent verbal, written, and computer skills are necessary in order to work effectively and collaboratively with clients, collaborating agencies, and community professionals, as well as maintaining proper documentation.

**Physical:** Exposure to biological hazards. Hearing of normal and soft tones as well as close eye work. Valid driver's license. Clinical staff members must possess reliable transportation, a valid driver's license with an F endorsement OR the ability to acquire an F endorsement on driver's license, and transport clients. Lifting up to 50 lbs. Pushing/pulling up to 150 lbs. Frequent sitting, standing, walking, bending, stooping, and reaching. To ensure the safety of the clients and staff, this position requires certification in and adequate implementation of verbal and physical de-escalation techniques (*Handle with Care*) that include a wide range of bodily movements including but not limited to grasping, holding another person, going down on knees, running, and walking.

### **COMPENSATION:**

Salary range for this position starts at approximately \$11.03 per hour depending on relevant experience and education.

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