

## **THE WOOD GROUP**

### **Crisis Respite/Residential Qualified Mental Health Professional (QMHP) Job Description/Responsibilities**

The Crisis Respite/Residential Qualified Mental Health Professional will be under the general supervision of The Wood Group's Administrator and Chief Operations Officer.

Job duties and responsibilities include, but are not limited to:

1. Must be on duty 40 hours per week for the weekday shift or 24 hours a week on the weekend shift.
2. Be familiar with The Wood Group's policy and procedures to include the employee handbook.
3. Complete monthly staff trainings and meetings.
4. Must complete at least 16 units of psychosocial programming each day. The range of topics are to include, but not limited to: problem-solving, communication skills, anger management, community re-integration skills, as well as co-occurring psychiatric and substance use diagnosis issues.
5. Schedule daily groups and individual sessions with consumers and enter daily psychosocial progress notes.
6. Handle client health information at a minimum necessary to document data, access and carry out responsibilities of the position, maintains client confidentiality.
7. Responsible for assuring all residents are treated with dignity and respect.
8. Responsible for ensuring the safety and well-being of all residents at all times.
9. Working hand in hand with the Administrator and Behavioral Health Authority on all issues and concerns of the residents.
10. Immediately report all abuse, neglect or exploitation and medication errors to The Wood Group's Client Rights Officer.
11. Performs related work as assigned by Administrator or Corporate Officers.

#### **Knowledge, Skills and Abilities:**

- Communicating clearly both verbally and in writing.
- Organizing assigned work functions and processes; reviewing, evaluating, and modifying work methods.
- Establishing and maintaining working relationships with clients, customers, and representatives of other agencies or departments.
- Using initiative and independent judgment within general policy guidelines.

- Must have a current Driver's License.

Education:

- Bachelor's degree in a behavioral health field required.

Physical Demands and Working Conditions:

- Mobility and manual dexterity to work in a standard office environment and use standard office equipment. Must be able to bend, stoop, kneel, crouch, squat, lift 20 pounds, sit for an extended period, and reach overhead.
- Travel which may include transporting consumers and/or picking up their medications.
- Work may involve at-risk clients or those who pose a threat to self or others.

As the Qualified Mental Health Professional (QMHP), your responsibilities may include but are not limited to the above mentioned. It is your responsibility to complete the required psychosocial programming each day, while meeting the guidelines of the Texas Health and Human Services Commission and our contractual obligations with the Behavioral Health Authority.

I understand that each facility may have a few modifications to this list and may be combined with other job descriptions depending on the structure of the facility. By signing below, I acknowledge that I understand that my job description is not limited to the description above and that I have asked the supervisor for any clarification and all modifications.

\_\_\_\_\_

QMHP Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date