**PSYCHIATRIC RESIDENTIAL SPECIALIST**

**QUALIFICATIONS:**

1. Personal stability, flexibility, energy, and commitment to working with the chronically mentally ill.
2. Current CPR and First Aid.
3. Full valid driver's license with a safe driving record.
4. High School diploma and 2 years’ experience working with mentally ill adults.
5. Strong interpersonal communication skills.

**DUTIES:**

1. Maintain total confidentiality and adhere to HIPAA law, CARF accreditation standards and Maryland State Regulations.
2. Assist and support residential clients in all aspects of daily living skills.
3. Support client’s healthcare needs and follow-up care.
4. Maintain the residence providing a safe and clean environment.
5. Positive role modeling and ensuring communication is respectful and culturally appropriate.
6. The weekly work schedule consists of 3-4 overnight shifts including a Saturday or Sunday.
7. Assist clients accomplish goals outlined in their person-centered Individual Recovery Plans.
8. Responsible for monthly Progress Notes. Complete schedules, notes, and shift logs in the EHR.
9. Take part in all agency-sponsored training programs as required by supervisor.
10. Other duties as assigned by the Psychiatric Residential Supervisor.

**NARRATIVE:** Staff will have principal responsibility for assigned clients and shared responsibility for all clients in the house.

**AUTHORITY:** Position reports to and receives work schedule from the Psychiatric Residential Supervisor.

**CLASSIFICATION; SALARY AND BENEFITS:**

Regular, full-time, or part-time position (specified at time of hiring); non-exempt from overtime.