



## **Personal Care Provider II**

Part-Time

Location: San Rafael, CA, US

Pay Range: \$18.50 - \$19.50 hourly

For more than 45 years, Buckelew Programs has been committed to the mission of providing mental health and addiction services that promote recovery, resilience and hope. The agency provides numerous essential community services throughout Marin, Sonoma and Napa counties ranging from supported housing and job training for people with mental illness to outpatient psychotherapy and other support for children, adults and families, as well as residential detoxification services, and a regional suicide prevention program and crisis hotline.

Primary responsibility of the Senior Residential Counselor (also known as a Personal Care Provider II) is to assist the Site Coordinator with case management and treatment planning for adults diagnosed with a mental illness, living in an agency board and care setting in Marin County. This includes completing daily Medi-Cal progress notes, medication assistance, and accompanying residents to medical and psychiatric appointments.

### **Responsibilities:**

- Complete daily Medi-Cal progress notes and support Site Coordinator in documentation compliance achieving established productivity rates on a consistent basis.
- Monitor and assist clients in learning to manage their symptoms and provide support and guidance in a manner that emphasizes acceptance, and responds to their needs in their readiness for growth and assumption of increased responsibility and independence.
- Assist Site Coordinator in treatment planning and implementation of program goals. This includes developing rapport with community providers: Marin County Behavioral Health and Recovery Services (BHRS), Public Guardian's Office, etc. Insure regular and consistent communications via treatment meetings, conference calls, email, phone, voicemail, and direct contact.
- Provide crisis, recovery, harm reduction, symptom management, medication management, and psychoeducation to clients daily.
- Provide medication assistance to clients as requested from Site Coordinator and pertinent to treatment plan goals.
- Generally act as a positive role model and assist Site Coordinator in facilitating social rehabilitation activities in the community.
- Accompany Clients to medical and psychiatric appointments as directed by Site Coordinator.
- Ensure safe and proper use of agency vehicles. Perform weekly agency vehicle inspections and schedule needed vehicle repairs and safety checks as assigned.
- Assist Site Coordinator in adhering to Community Care Licensing Requirements to maintain licensure.

- Participate and attend trainings and assigned meetings at the discretion of the Site Coordinator. This includes attending weekly supervision meetings with Site Coordinator.

**Qualifications Include:**

**Education and Experience:** The position requires one of the following combinations of education and work experience in order to satisfy MHRS requirements:

- An Associate's Degree in Social Services/Psychology (or related field) plus 6 years of relevant working experience in a social services position.
- Bachelors Degree plus 4 years of relevant working experience in a social services position.
- Masters Degree plus 2 years of relevant working experience in a social services position.

Two or more years of recent and/or relevant experience in a mental health agency, preferably one that serves adults with severe and persistent mental illness and/or works with a psychosocial rehabilitation approach, teaching independent living skills. Must have strong clinical skills, knowledge of Medi-Cal documentation requirements, treatment planning, and assessment. Understanding of the principles and practices of psychosocial rehabilitation, mental health recovery, group dynamics, co-occurring disorders and harm reduction approach.

**Other skills & abilities:** Position requires proven computer skills, excellent verbal and written communication skills. Proficiency in Microsoft Word and Excel at an Intermediate skill level. Must be able to clear a LiveScan finger print background check. Applicants must have valid California driver's license with an insurable driving record, use of own vehicle (mileage will be reimbursed monthly).

**Physical requirements:** Position requires applicants to clear a preplacement physical exam required by Community Care Licensing. Physically capable of the following intermittent activities: stretching, bending, kneeling, twisting, squatting, reaching above and below the shoulder, pushing, pulling, grasping and lifting up to 40 pounds in weight. Job frequently requires sitting, handling objects with hands and the use of fine motor skills. Job often requires standing, walking, reaching, talking, and hearing. The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. Vision requirements: Ability to see information in print and/or electronically.

**About This Position:** This is a 32-hour per week position with a schedule of Monday-Thursday from 9 AM to 5 PM and provides a full employer-paid benefit package for the employee as well as a generous PTO accrual and retirement plan.

**Apply on our career site:** <http://www.buckelew.org/about/careers.html>