

# MONTCALM CARE NETWORK

## Transportation Wellness Assistant

**Pay Grade:** 3

**Status:** Hourly, Non-Exempt

I have read my job description  
and understand the essential  
functions.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### **General Summary**

Under the supervision of the Wellness Team Leader, transportation of individuals to ensure health and wellness needs are met and supports community integration for all members with mental illness and developmental disabilities. Assistants provide transportation to the Wellness Center, psychiatric services, mental health appointments and other health services. Promotes mental health recovery, wellness, and full participation within the community for consumers in a manner where practice is trauma informed, co-occurring capable, person/family centered and integrated with other health care providers.

### **Essential Functions**

1. Transport individuals to appointments that support mental and physical wellbeing when other community resources are not available.
2. Coordinates a ride schedule to pick up multiple individuals and maximize efficiency of transportation services.
3. Assists individuals in connecting with alternative community resources for transportation.
4. Provide encouragement to meet health and wellness goals.
5. Assists with monitoring the implementation of the person centered plans by providing feedback to primary clinician if requested or if a concern arises. Cooperates with all involved agency personnel, natural supports and community providers as defined by the established treatment plan.
6. Encourages and promotes a culture of health and wellness collaboration with other agency professionals. This includes modeling healthy lifestyle choices and providing information.
7. Assists in creating and distributing materials to raise community knowledge about Wellness Center and other MCN integrated opportunities and increases community knowledge about persons with mental illness and health and wellness.
8. Maintains complete and detailed case records consistent with Department of Community Health standards, agency procedures, and requirements of third party funding sources.

9. Ensures that clinical documentation and information regarding clients is kept secure and confidential and maintained consistent with Department of Community Health and the Montcalm Care Network's policies and procedures.
10. Complies with recipient rights reporting requirements established by the Mental Health Code and the procedures of the Montcalm Care Network's Board.
11. Must participate in training related to population served as necessary.
12. This position will be knowledgeable about and actively support: 1) culturally competent recovery based practices; 2) person centered planning as a shared decision making process with the individual, who defines his/her life goals and is assisted in developing a unique path toward those goals; and, 3) a trauma informed culture of safety to aid consumers in the recovery process.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

**Education:** Possession of a High School Diploma.

**Experience:** One year of experience in a mental health or fitness setting. May need experience in a specialty population children with SED, persons with DD, adults with SMI, the elderly, persons with co-occurring substance use disorders or complex medical conditions.

### **Other Requirements:**

#### **Non-Smoker**

Possession of a valid State of Michigan chauffeur's license.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to operate an automobile.
- Walks over uneven terrain and climbs stairs to access clients at various locations throughout the area.
- Bends and stoops to access files to place and retrieve documents.
- Ability to enter and retrieve data in a computer.

- Bends, stoops, runs, walks, and reaches to demonstrate and participate in various activities such as aerobic exercises, softball, basketball, and swimming.

**Working Conditions:** Stressful conditions are regularly encountered. These include interactions with mental health consumers and with citizens, community representatives, staff and co-workers who are experiencing or dealing with crisis situations. It also includes rapidly altering work assignments and a variety of work locations in the community including private residences and other uncontrolled environments. Work hours and schedules may vary and may include overtime, and evening, weekend and holiday hours on-call or other hours that are outside of regular work hours.

**Competency Checklist Non-Degreed Staff, Assistants**

Position: Wellness Assistant

Populations Served

- SMI    DD    Child/Adol.    Geriatric    SUD    Integrated Health

Competency	N/A	Met	Developing*
Knowledge of common mental illness and developmental disability conditions			
Understanding of person/family centered planning			
Knowledge/skills in crisis de-escalation			
Knowledge of trauma and impact on mental wellbeing			
Basic knowledge of psychotropic medication and risk factors			
Knowledge of co-occurring substance use disorders			
Knowledge of the principles of Gentle Teaching			
Knowledge of basic health and wellness information			
Knowledge of principles of recovery			
Knows the principles of behaviorism			
Knowledge of motivational strategies in working with persons with chronic conditions			
Ability to teach skills to individuals using a variety of learning methods			
Ability to communicate information to groups			
Knowledge of community resources			
Skill set in coordination with community providers			
Possess communication skills or options for nonverbal individuals or those with limited English proficiency**			
Understanding of Cultural Competence Standards and Person centered principals and requirements**			
Knowledge of Mental Health Code			
Knowledge of Recipient Rights**			
Infection Control**			
Fire safety, security and disaster response**			
Knowledge in use of electronic health records and confidential management of health information, HIPAA**			

\*\*Requires completion of agency or Essential Learning training

\*Developing competencies are addressed in the Staff Development Plan