

**Sanilac County Community Mental Health Authority**  
227 E. Sanilac  
Sandusky, MI 48471  
810-648-0330



Enhancing Lives, Promoting Independence, Embracing Recovery

**Position:** Technician-Care Manager Assistant (Union)-REVISED

**Position code:** 23-48, 23-49, & 23-50

**Position Location:** All Sites

**Current Work hours:** 40 HRS/WK

**Compensation Range:** \$16.00-\$19.30/Hour (\$21.01 Grandfathered)

**Position Dates:** ASAP

**Supervisor:** Clinical Supervisor

**Date Position Posted:** 9/1/2023

**Internal Deadline:** 9/8/2023

**Requirements:** High school diploma or GED; and one to three months related experience and/or training; or equivalent combination of education and experience.

**Testing Requirements:** Critical Thinking and DISC Assessment

*All internal and external job applicants are required to use UltiPro to apply for this position. Please see the Sanilac County CMH website at [www.sanilacmh.org](http://www.sanilacmh.org) and click on "Employment".*

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**JOB DESCRIPTION**

**Job Title:** Technician

**Department:** Skill Building/Community Living Services/Autism Services/

**Location:** Journey Skill Center, Creative Enterprises, Community or Autism Services

**Supervisor:** Clinical Supervisor/Program Supervisor

**Shift:** Between 7:00 a.m. to 7:00 p.m.; based upon agency needs, alternate days/hours may be required

**Classification:** 3 (Three)

**Prepared Date:** 3/2/12

**Prepared By:** CCO

**Review By HR:** 12/01/2014, 12/01/2015, 12/01/2016, 12/01/2017, 12/1/2018, 12/02/2019, 10/15/2020, 10/06/2022, 12/28/2022, 9/1/2023

**Revised By:** CCO

**Revised Date:** 03/02/12; 11/8/12, 02/21/2013, 04/30/2014, 02/17/2016, 04/03/2017, 01/25/2018, 04/03/2019, 12/20/2019, 11/17/2020, 5/11/2021, 10/06/2022, 9/1/2023

**SUMMARY:** Staff in this position assists individuals in the development of functional skills through training, guidance, and practical community experience. Training may occur within a classroom, workroom or in the community. Staff provides training and assistance which encourages the individual to achieve greater integration into the general life of the community and to increase/promote independence in community and work environments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Responsible for providing adequate assistance and supervision of program participants to assure their health and safety during program, volunteer, micro-enterprise and community activities; including transportation to and from these services.
- Prepares the training environment and sets up schedules of presentations and/or activities in accordance with all program schedules and individual's needs.
- Develops, implements and maintains assigned group. Participate/Engages in, individual trainings that carry out the program mission, to fulfill the goals & objectives of the person's Individual Plan of Service.
- Provides information for Person Centered Planning meetings, along with periodic reviews and amendments.
- Responsible for consulting with the Program and/or Clinical Supervisor, professional staff, peers and caregivers regarding problems specific to an individual receiving services.
- Provides assistance as needed for individuals to safely and effectively use public transportation.
- Is prepared to administer CPR, First Aid and approved physical intervention techniques when needed.
- Administers medication to individuals, when necessary, in accordance with agency guidelines and/or assists with prompting, observing and/or monitoring for those individuals who are able to self-medicate.

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- Works with the Program/Clinical Supervisor in training and supporting other staff and substitute staff in required job duties.
- Completes data collection, monitoring reports and/or assessments; progress notes, incident reports, communication logs, and other required documentation in accordance with agency policies and procedures and turns in, in a timely manner.
- Participants are responsible to participate in cross training among all departments, within the Technician Job Classification, which includes: Journey to Independence, Creative Enterprises, Community Living Supports, Care Management, and Autism Services.
- Transport individuals, materials and supplies as needed.
- Perform other duties as assigned
- Demonstrates understanding of and compliance with agency and program policies and procedures.
- Participates in committees and work teams as requested or assigned.

TECHNICIANS IN THE FOLLOWING PROGRAMS ARE ALSO RESPONSIBLE FOR:

**Journey To Independence Center:**

- Extensive travel, flexible work assignments & scheduling.
- Frequent and substantial personal hygiene care for individuals.
- Must learn to safely use mechanical lifting & M.O.V.E. equipment.
- May provide assistance to individuals that require tube feeding or other personal care methods of support as needed.
- Provide services that may require extensive assistance & support due to significant mental and physical challenges.
- Develop class plans, community resources, activities, and opportunities.

**Creative Enterprises/Sanco:**

- Creates classroom lesson plans.
- Conducts ongoing quality control, inventory, tracking of supplies
- Additional training may include High-Lo operator, Servsafe.
- Performs pickup/deliveries for CE and Sanco (cars/parts/mail/etc) as backup.
- Has the capability of reading basic blueprints, using measuring equipment & documenting the data.
- Has the ability to see/focus for defects on small parts.
- Participates in time studies and inventory process as requested.
- Training individuals to effectively work in the paid work job training program.

**Community Living Services:**

- Extensive travel, flexible work assignments & scheduling.
- Organizes and coordinates regular outings appropriate to individual goals.
- Assists individuals in developing self-sufficiency and independence and promoting integration into the community; this can include training in meal preparation, household tasks, activities of daily living, shopping, money management, socialization & relationship building, transportation and leisure choices.

**Autism Services:**

- Assist ASD professional staff with implementation of Autism Services treatment plan behavioral goals related to positive skill development and development of age-appropriate social behaviors.
- Provide services in ASD therapeutically orientated activities and skills training programs.

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- Conduct 1:1 ABA therapy which will include but not limited to life skills development, individual and group activities, and behavior modification skills.
- Oversee and conduct various activities such as didactic groups, life skills development and individual or team activities.
- Instruct and/or assist in self-care, grooming, personal hygiene, and other activities of daily living to promote independence in all settings.
- Assist with training and education in age-appropriate developmental milestones.
- Follow IPOS guided by the ABA treatment plan to increase the individual's abilities in areas identified as concerns or deficits such as academics, self-care, social interactions, speech and language, gross and fine motor skills.
- Responsible for documenting performance, behavior, and treatment progress.
- Use approved Continuum of Intervention techniques in a safe and appropriate manner as needed.
- Implementing consistent ABA intervention, behavioral interventions, and training on age-appropriate developmental milestones.
- Attend trainings that will help enhance knowledge and skills in regard to working with children with ASD.
- Upon hire staff will be trained in all ABA and IPOS treatment plans within 90 days.
- This position is responsible for assisting staff and individuals in the SED (Serious Emotionally Disturbed)/ASD (Autism Spectrum Disorder) Children's division of Community Mental Health. Staff will work with the ASD/BCBA identified staff to implement treatment plan goals and assist with development of age-appropriate social behaviors. Services are provided in the families' home or community setting. Other ASD service programs that staff will be expected to work with are ABA individual/family therapy, group therapy, crisis intervention, case management, OT and PT services, and ASD psychological and behavioral assessments.

**Care Manager Assistant:**

- Records verification for various needed items, mailings, annual/initial AFC paperwork, Medicaid and Social Security benefits issues. Provide follow up for their team and supervisor.
- Verify signature pages and Release of Information forms have been received back for their team.
- Assisting care managers with linking and coordinating tasks... Taking care of a variety of details.
- Assist in setting various appointments and calling individuals to follow up on missed appts at CMH.
- Integrated Health efforts-Skill Development for more independence/understanding medical appointments/assisting with necessary follow up care after appointments.
- Assist with residential placements.
- Assist with Lessons for Life (skill building billing).
- Must have good communication with CM's and other professionals regarding concerning issues which arise during visits/assignments.
- Monthly direct contacts
- Assist with HSW paperwork at Supervisor direction.
- Assist with HCBS and NCI projects annually.
- Participate in SIS assessments when appropriate.
- Assist CM Department with details in preparing for CARF Accreditation as requested.
- Liaison between court and DHHS and Clinician/CSM
- Supported employment program coordination.
- Assist CM Department with details in preparing for CARF Accreditation as requested.
- Perform other duties as assigned, including tracking health information through Care Connect 360.
- CSMA that work with children must have 24 hours of children's training a year.

**COMPETENCIES**

Sanilac CMH staff are dedicated to providing services to the community to improve lives. When they see a task that needs to be completed, they step in to assist or are first in line to help the Agency in promoting recovery, discovery and independence. Each staff member works within their strengths and collaborates with their coworkers so that collectively

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we are a stronger whole. Staff provide positive feedback and suggestions to improve the quality of care in the Agency. They hold their coworkers, the individuals they serve and the community in high esteem.

To perform the job successfully, an individual should demonstrate the following competencies:

**Initiative/Organization/Reasoning:**

- Takes initiative and steps in to take on difficult challenges.
- Willing to identify problems and work to resolve them in the early stages.
- Plans and organizes work activities and uses time efficiently.
- Properly organizes and carries out job tasks in a timely manner.
- Know and understands job expectations and is willing to expand job knowledge and skills to be more effective to the Agency and the individuals served.
- Is enthusiastic about the Agency's Mission and is a positive influence for co-workers and individuals served.
- Demonstrates an understanding of and adherence to Agency policies and procedures and is willing to provide suggestions to make policies and procedures more efficient.
- Is willing to think outside of the box while able to make sound decisions and taking actions based on sound reasoning and weighing possible outcomes.

**Ethics/Teamwork:**

- Consistently treats all people with dignity and respect.
- Demonstrates expected ethics and principals.
- Accepts responsibility for actions and follows through on commitments.
- Demonstrates ability and willingness to work cooperatively and effectively as part of a team.
- Willingly acknowledges team members and co-workers' value to your work.

**Emotional Intelligence:**

- Verbal and written communication is constructive, effective, respectful, and clear.
- Willing to take the time to learn about co-workers' personality so that working together is more effective.
- Willingness to ask questions, listen to others' ideas, and understand how the impact of your work, impacts your co-workers/team.
- Willing/Ability to be cost conscious

**SAFETY AND SECURITY;** Uses materials and equipment safely and observes safety procedures/ensures individuals are not at risk.

**TEAMWORK;** Demonstrates ability and willingness to work cooperatively and effectively as part of a team in areas they assigned to.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); and one to three months related experience and/or training; or equivalent combination of education and experience. Must be DCH Certification within three months of hire.

ABA Department:

- Autism training as required; upon hire staff will have 90 day to complete the ABA Registered Behavior Technician Training through Relias, unless other training can be documented to demonstrate education and knowledge of ABA practices.
- Upon hire staff will be trained in all ABA and IPOS treatment plans within 90 days.
- One year working with individuals with ASD preferred.
- Ability to earn enhanced wages, if working within the ABA department and meet requirements.

Care Managers Assistants

- CSMA that work with children must obtain 24 hours of children's training a year.
- Ability to earn enhanced wages, if working within the CMA department and meet requirements.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:**

Basic Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Has the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Intermediate Skills: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**COMPUTER SKILLS**

To perform this job successfully, an individual should have knowledge of Word Processing software. Typing speed of 45 wpm is recommended.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Michigan Chauffeurs' License, CPR, First Aid, and DCH Certification with in three months of hire. Serve Safe, Hi-Lo operation, and Quick Book training within three months of hire as per supervisory/ position duties. Training in each department as required.

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**OTHER SKILLS AND ABILITIES:**

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, and use hands to finger, handle, or feel. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell, use hands to finger, handle or feel objects, tools, or controls. The employee must be able to lift no less than 50 pounds as needed. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near machinery or in vehicles, is occasionally exposed to wet and/or humid conditions and outside weather conditions. The employee frequently works in areas where universal precautions and confrontation avoidance techniques are required, and is occasionally exposed to risk from body fluids or client actions. The noise level in the work environment is quiet to moderate.

The work environment will include the program site, agency activities and vehicles, and the community at large. Year round driving with or without consumers in the vehicle may be required.

*Sanilac County CMH embraces an employment environment that promotes recovery and discovery, a person-centered approach to treatment/services, and cultural competence. An employee in this or any position is expected to support the employment environment. This includes having lived experience with behavioral health issues.*

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**Welcome to Sanilac County Community Mental Health**

**AFSCME Employees**

In your orientation, you will find several benefits. You may want to take a moment to review the benefits listed below and costs associated with each of them. You must work over 30 hours per week to be eligible for medical and café benefits. Paid time off accruals are based on hours worked.

<b>Benefit</b>	<b>Plan</b>	<b>Eligibility</b>	<b>Contributions per Month</b>
Medical Insurance POS \$1,000/\$2,000- 20%	BCN Annual Deductibles- In Network- Individual-\$1,000/Family- \$2,000	First of month following hire date.	\$0.00 - Single \$0.00 - Two Person \$0.00 - Family
Medical Insurance PPO \$2,000/\$4,000	BCBSM Annual Deductibles- In Network- Single-\$2,000/Family- \$4,000	First of month following hire date.	\$14.07- Single \$34.90 - Two Person \$21.16 -Family
Medical/Rx Alternate PPO HSA \$2500/\$5000  *Exchange State Bank- H.S.A Host	BCBSM <i>H.S.A. Eligible Plan</i> Annual Deductibles- In Network- Single-\$2,500/\$5000 Family- \$5,000/\$10,000	First of month following hire date.	\$0.00 - Single \$0.00 - Two Person \$0.00 - Family
Annuity/Decline Medical Plans	Nationwide 457b	Eligible if waived all medical plans	\$233/Month (less Social Security & Medicare taxes)
Dental Insurance	BCBS Dental Annual Max-\$1,500 per member Orthodontics-\$1,500-lifetime	First of month following hire date.	\$44.62- Single \$89.24 - Two Person \$156.17 – Family
Vision Insurance	Nation Vision Administrators -NVA	First of month following hire date.	\$10.54-Single \$18.94-Employee+ Spouse \$16.84-Employee+ Child(ren) \$27.38-Family
AFLAC	Multiple plans available for review for employee only and for family members	First of month following hire date.	Costs vary depending on plans purchased.
Deferred Compensation	Nationwide-457B *same account as your retirement contributions.	Prior to the first of each month.	Set up your own account or \$233 (pretax) from medical opt out option
Life Insurance	RELIANCE- \$20,000 Policy Automatically if Union member. *Can purchase additional Personal and Dependent/Spouse coverage.	First of month following 1 <sup>st</sup> full month of employment.	Employee Only - \$0.00 *Additional Personal and Dependents/ Spouse coverage charges will vary.
Retirement	<u>Nationwide 401(a)-</u> If hired on or after 9/1/2019 the Authority shall contribute an amount equal to three percent (3%) of the employee's base wage.	Vested in the Authority's contributions once thirty-six (36) months of service are completed with the Authority.	The Authority shall contribute fifty cents (\$0.50) to the 401(a) Plan for each dollar (\$1.00) an Employee contributes to his or her 457B Plan up to the first four percent (4%) of the employee's base wage. The Authority shall not contribute more than five percent (5%) of the



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	<p><u>Pension-</u>  For Employees hired prior to 09/01/2019, the pension formula will be a two percent (2%) multiplier and the Employer will continue to provide contributions as actuarially determined to insure the financial soundness of the fund.</p>	<p>Vested in the Authority's contributions once eight years of service are completed.</p>	<p>employee's base wage for its total contributions under this section.</p>
Long Term Disability	<p>RELIANCE – 90-day disability waiting period &amp; receive 66 2/3% of your income</p>	<p>First of month following 1<sup>st</sup> full month of employment.</p>	<p>No cost to employee</p>
PTO	<p>Upon commencement of Employment - 25 days  After completion of Three Years of Employment – 30 days  After completion of Nine Years of Employment – 35 days  After completion of Twelve Years of Employment – 40 days</p>	<p>Accrued bi-weekly at the close of the pay period based on hours worked. 40 hours worked receives full accruals.</p>	<p>If time is used before 3 months and employee leaves, they must repay used portion.  See Union Contract.</p>
Holiday Days	<p>14 days per year</p>	<p>Paid upon 1<sup>st</sup> day with Agency.</p>	<p>If part time, then you receive pay for regularly scheduled days/hours only.</p>
Union	<p>Local 1518</p>	<p>Must be employed for three months to reach Just Cause Status.</p>	<p>Monthly Union Dues  - \$44.15 (F/T- above 20 hrs./wk.)  - \$33.00 (P/T –12 hrs./wk. or more not to exceed 20 hrs.)  - \$22.40 (Lower P/T- 12hrs. or less/wk.)</p>
Tuition Reimbursement	<p>May be reimbursed up to \$5,250 annually. *Requires approval and funding availability limited spaces approved each year / contingent upon funding &amp; Agency need.</p>		<p>-</p>

\*Note if you do not need medical insurance, \$233.00 per month (less Social Security & Medicare Taxes) will be deposited into an annuity account. You will need to set up the annuity account through Nationwide Retirement.  
For time off, it is calculated upon the number of hours worked – to reach the maximum benefit, you must work 40 hours per week.