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JOB DESCRIPTION - SHIFT LEAD

Overview

Gray Haven seeks to provide a safe and healing environment for people with serious mental illness who have become involved with the criminal justice system and may be reentering the community from incarceration. The program includes a licensed board and care facility with colocated outpatient mental health clinic and supportive housing.

Position Description

The Shift Lead is responsible for coordinating and implementing the Gray Haven operations while on shift. This includes maintaining regulatory compliance as mandated by licensing and other state agencies; ensuring the health, well-being, and safety of the clients; maintaining regular communication with the Clinical Director; providing the highest quality care and support to clients; and training and mentoring shift partners and new staff.

Duties and Responsibilities

- Demonstrate the mission, vision, and values of Gray Haven in day to day interactions and Communications.
- Implement and oversee the services and activities planned during each shift.
- Monitor the behavior and appearance of all residents; communicate any changes or concerns to Clinical Director
- Implement the needs and service plan for all Gray Haven residents; provide input to Clinical Director
- Ensure that all consumers receive the required services and supports to promote health and safety, including becoming contributing members of the community
- Encourage and support consumers to participate in all milieu-based activities and follow directions from medical and clinical staffing; communicate concerns and/or ongoing challenges to Clinical Director.
- Facilitate the self-administration of medication and complete all required documentation.
- Mentor and train new staff; mentor shift partners.
- Contribute to positive communication and relations with neighbors, partners, families, and staff.
- Complete all required documentation.
- Comply with all relevant and applicable laws, regulations, policies, and procedures
- Participate in all internal and external meetings, upon request

- Duties and responsibilities may be added, deleted, and/or changed at the discretion of the Clinical, Program and Executive Directors.

Knowledge and Experience

- Licensed as Psychiatric Technician or Vocational Nurse.
- At least five years of experience working with people with forensic mental health needs
- Ability and commitment to work as a part of an integrated treatment team.423 Seminary Street, Napa, CA 94559 |707.889.4066 | www.grayhaven.net 6
- Knowledge of applicable state and federal laws, Title IX and XXII regulations, and best practices for serving consumers with forensic mental health needs

Other Requirements

- This position requires a minimum age of 21 and possession of a valid first aid card.
- This position will require a valid CA Driver's License.
- Candidate must successfully pass all pre-employment requirements, including but not limited to background check, physical etc.
- Must possess proof of valid insurance and registration.

The Shift Lead frequently works in an indoor setting with occasional outside work. Occasional lifting 50 lbs. plus. Occasional bending, stooping, squatting, pushing, pulling, reaching, crouching, balancing, twisting, kneeling and running. Frequent traveling, walking, driving, keying/fingering, grasping, standing, sitting, hearing, talking, repetitive hand and finger movement are required. Must be on call 24 hours a day 7 days a week.

Lines of Supervision

This position reports to the Clinical Director.