

# North Country Community Mental Health

## EMPLOYMENT OPPORTUNITY

**Two ADULT ACTIVITY AIDES:** North Country Community Mental Health has two full time positions available at North Country Enrichment Center in Boyne City. Successful applicant will assist developmental disabled individuals develop daily living and vocational skills within their communities. Must be dependable, flexible, self-motivated and team oriented with a high degree of confidentiality and organizational skills. Requires high school diploma or GED with related work experience, but will train. Wages start at \$11.44 per hour. **Mail letter and resume to: North Country Community Health, Human Resources, 1420 Plaza Drive, Petoskey, MI 49770. Fax: (231) 347-1241 or E-mail: [hr@norcocmh.org](mailto:hr@norcocmh.org)** EOE

*First Adult Activity Aide (AAA) position to start immediately.  
Second AAA position to start end of February 2012.*

### **Specific Responsibilities:**

1. Implement programs for self-help, behavior activities of daily living, etc., according to individual consumer goals and objectives.
2. Document consumer activities and progress on a daily basis or as assigned. Complete other assigned documentation requirements.
3. Provide necessary supervision and care of consumers in regards to health and hygiene needs.
4. Adhere to applicable policies and procedures as required by the Department of Mental Health, the Mental Health Services Board, and other pertinent regulatory agencies.
5. Maintain communication regarding consumer behavior with the coordinator; report changes in behavior or unusual behavior immediately.
6. Exercise care when lifting, turning, or physically assisting consumers.
7. Participate in training as required.
8. Participate in daily building maintenance as required.
9. Plan and implement relevant community outings. Transport consumers to outings.
10. Maintain a safe environment by utilizing approved intervention techniques including physical management when necessary.
11. Position requires physical ability to complete and maintain certification in CPI (intervention techniques).
12. Must be current in Adult CPR and First Aid.
13. Perform all areas of job description without any physical restrictions, which would include but not limited to lifting, bending, and stretching.
14. Perform other duties or activities as assigned by the supervisor.