



## Job Description

**Job Title:** Behavioral Health Technician

**Position Supervisor:** Behavioral Health Technician Supervisor

**Pay Grade:** Hourly (non-exempt); Full-time or part-time; Benefits included with Full-Time employment.

**Job Summary:** Ensures a clean, safe environment for the participants and staff. Provides supervision of adult participant activities and is responsible for enforcement of facility rules and procedures. Communicates with facility staff on status of facility and participants. Works actively and cooperatively as a member of the treatment team. Transports clients using agency or personal vehicle (with reimbursement) upon request.

### Essential Functions:

1. Assist with participant orientation, individual service planning, progress notes, assignments and all other programming and documentation. **Daily contact note to be completed for each participant by end of each shift (KPI).**
2. Facilitate and develop groups under the supervision of the Program Director or designated staff, including documentation of group.
3. Assist Program Director with equipment inventory, maintenance and purchasing, maintaining accountability for expenditure of fund. **Document temperatures on food storage areas daily (KPI).**
4. Respond to crisis situations and make appropriate interventions.
5. Supervise participants, to include encouraging participant compliance with facility rules, making appropriate interventions as needed.
6. Ensure and maintain a clean environment, including performing light cleaning duties. **Complete shift task sheet for each shift (KPI).**
7. Transport clients as needed/requested. Participate in outings, provide general support.
8. Remain awake and alert during working hours.
9. Attend all scheduled shifts. Make arrangements/accommodations when unable to work as scheduled.
10. Perform assigned clerical duties, which may include but not be limited to monthly reports, service plans, and management of participant files.
11. Observe participant medication compliance and distribute medications, maintain med logs, following State Med Aide procedures. **MAR check completed daily (KPI).**
12. Provide coverage for the Crisis Response Line when calls are routed to the facility. Attend monthly supervision meetings related to Crisis Response coverage.

### Other Job Functions/expectations:

1. Participate as a team member. **Work cooperatively with others (KPI).**
2. **Demonstrate positive attitude toward Participants, staff and agency (KPI).**
3. Complete all assigned tasks in a timely manner. **Use work time effectively and efficiently (KPI)**
4. Maintain required documentation and/or other program goals.
5. **Maintain compliance with agency trainings/certifications (CPR, NCI, NEO) (KPI)**
6. **Maintain timely completion and compliance with Relias Learning coursework (KPI)**



7. **Attend at least 4 All Staff Meetings annually (part-time); 8 per year (full-time) (KPI)**
8. Participate in assigned committee(s); regularly attend committee meetings

**Required Skills/Physical abilities:**

1. Effective listening. **Good written and verbal communication (KPI).**
2. Promptness and flexibility
3. Ability to lift and/or transfer up to 50 pounds regularly.
4. Ability to follow written and verbal instructions.

**Educational/Experience Requirements:**

1. High school diploma, with 2 years behavioral health experience or related course work. Bachelor's degree in related field preferred.
2. Knowledge of mental health issues, substance use disorders, and people from varied backgrounds.

**Licensing or other requirements:**

1. Valid driver's license. Clean DMV record.
2. Must be at least 21 years of age.
3. No recent (within 5 years) felony record related to issues addressed in rehabilitative program.

**Demonstrated Competencies:**

1. Adaptability: Adapts to change, open to new ideas and responsibilities
2. Communications: Communicates well (written and verbal), delivers presentations, has good listening skills
3. Dependability: Meets deadlines, works independently, accountable, maintains focus, punctual, good attendance record
4. Ethics: Honest, accountable, maintains confidentiality
5. Sense of Urgency: Meets deadlines, establishes appropriate priority, gets the job done in a timely manner
6. Interpersonal Skills: Builds strong relationships, is flexible/adaptable, works well with others, solicits feedback
7. Teamwork: Accountable to team, works to meet established deliverables, appreciates view of team members, respectful

**\* CenterPointe reserves the right to modify, interpret, or apply this job description in any way the agency desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is NOT an employment contract, implied or otherwise. The employment relationship remains "AT-WILL." The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals\***