



Job Description

Job Title: Behavioral Health Technician

Position Supervisor: Behavioral Health Technician Supervisor

Pay Grade: Hourly (non-exempt); Full-time or part-time; Benefits offered with full-time employment

Job Summary: Ensures a clean, safe environment for the people in our service and staff. Provides supervision of participant activities and enforcement of facility rules and procedures. Communicates with clinical staff on status of individuals in our service and environment. Works actively and cooperatively as a member of the program team. (May) Transport individuals in services using agency or personal vehicle upon request.

Essential Functions:

1. Attend all scheduled shifts. Make arrangements/accommodations when unable to work as scheduled
2. Supervise people in our services, encourage compliance with facility rules
3. Identify changes in individuals' affect/behavior, record observations, alert other staff as needed.
4. Log observations, document program participation, maintain accurate individuals' status records
5. Keep updated through reading log, evaluations, contact notes and other related treatment documents
6. Respond promptly to crisis situations and make appropriate interventions.
7. Complete scheduled rounds
8. (May be required to) distribute meds, maintain med logs, following State Med Aide procedures
9. Ensure and maintain a clean environment, including performing cleaning duties
10. Participate in outings, provide general support
11. Transport individuals in service as needed/requested
12. Be awake and alert during working hours
13. Facilitate or participate in groups as requested.

Other Job Functions/expectations:

1. Demonstrate positive attitude toward individuals in our services, staff and agency. **Works cooperatively with others (KPI).**
2. Complete all assigned tasks in a timely manner. **Consumer File Audit done monthly (KPI).**
3. Maintain required documentation and/or other program goals.
4. Willing to work overnights, weekends and holidays.
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
9. Attend at least 5 Tech Workshops annually (part-time); 10 per year (full-time)

Required Skills/Physical abilities:

1. Effective listening.



2. Good written and verbal communication.
3. Promptness and flexibility
4. Ability to lift and carry up to 50 pounds regularly.
5. 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, alcohol and drug use, and people from varied backgrounds.

Licensing or other requirements:

1. Valid Nebraska 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 treatment program.

Demonstrated Competencies:

1. Adaptability: Adapts to change, open to new ideas and responsibilities, open to feedback and demonstrates initiative
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***