

## JOB POSITION DESCRIPTION

EMPLOYEE NAME: \_\_\_\_\_ DATE OF HIRE: \_\_\_\_\_

<b>POSITION:</b>	Behavioral Health Technician						
<b>SUPERVISED BY:</b>	Operation Supervisor						
<b>POSITION/INDIVIDUALS SUPERVISED:</b>	None						
<b>INTERRELATIONSHIPS:</b>	Maintains open communication lines with facility staff, attending clinicians and physicians, patients and families. Liaisons with community agencies, vendors, and payors of health services.						
<b>POSITION PURPOSE:</b>							
The Chemical Dependency Tech is responsible for the complete care and well being of the clients during our program.							
<b>POSITION REQUIREMENTS/QUALIFICATIONS</b>							
<b>1. EDUCATION:</b>	Graduation from High School or GED.						
<b>2. EXPERIENCE:</b>	1 – 2 years of experience in a similar position or similar function.						
<b>3. LICENSURE/CERTIFICATION:</b>	Maintains current CPR certification						
<b>4. KNOWLEDGE AND TRAINING REQUIRED AT TIME OF HIRE:</b>	Knowledge of twelve-step program. Other required trainings such as HIPPA, Aggression Control, CPR and First Aid.						
<b>5. AGE SPECIFIC INDIVIDUALS SERVED/ RESPONSIBILITY:</b>	Adults						
<b>6. SECURITY MEASURERS AND CLEARANCE:</b>							
<b>7. EMPLOYEE CLASSIFICATION:</b>	Non-Exempt						
<b>WORKPLACE ENVIRONMENT</b>							
<b>1. ENVIRONMENTAL CONDITIONS:</b>	Position requires work in a temperature controlled environment; 80%-90% of the time spent outdoors.						
<b>2. MACHINES/EQUIPMENT USED:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Computer</td> <td style="width: 50%;">Calculator</td> </tr> <tr> <td>Fax Machine</td> <td>Copy Machine</td> </tr> <tr> <td>Telephone System</td> <td>ID Camera</td> </tr> </table>	Computer	Calculator	Fax Machine	Copy Machine	Telephone System	ID Camera
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<b>3. PHYSICAL &amp; MENTAL DEMANDS:</b>	<b>PHYSICAL DEMANDS</b>				
	<b>Physical Tasks</b>	<b>0-25%</b>	<b>26-50%</b>	<b>51-75%</b>	<b>76-100%</b>
	Standing			X	
	Walking			X	
	Bending	X			
	Crouching	X			
	Carrying	X			
	Pushing	X			
	Pulling	X			
	Sitting	x			
	Reaching	X			
	Reading				X
	Driving	X			
	<b>LIFTING/LOWERING</b>				
Light (1-20 lbs)		X			
Medium (21-50 lbs)		X			
Heavy (51+ lbs)	X				
<b>MENTAL DEMANDS</b>					
<b>Psychological</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>		
Mental Stress		X			
Work with Others		X			
<b>4. JOB CATEGORY STANDARD PRECAUTIONS:</b>					
<b>5. PERSONAL PROTECTIVE EQUIPMENT:</b>	None				
<b>6. POTENTIAL WORKPLACE HAZARDS:</b>	Normal Workplace Hazards				
<b>7. POTENTIAL WORKPLACE VIOLENCE:</b>	Medium/High Risk Level				
<b>SPECIFIC AREAS OF RESPONSIBILITY TO POSITION</b>					
<ol style="list-style-type: none"> <li>1. Develops a daily structure for clients.</li> <li>2. Develops a weekly structure for the clients.</li> <li>3. Oversees clients and ensure needs are being met while in treatment.</li> <li>4. Transports clients to and from appointments and meetings, when necessary.</li> <li>5. Utilizes the company van for transportation of clients.</li> <li>6. Instructs and confirms the company's rules and regulations to new admissions.</li> <li>7. Orientates new clients to the facility and the residential facility.</li> <li>8. Actively participates in acquiring new business through telemarketing.</li> <li>9. Facilitates groups when necessary.</li> <li>10. Evaluates quality of program on an ongoing basis.</li> <li>11. Facilitates communication with ancillary services.</li> <li>12. Attends meetings to integrate inter-departmental sharing of information.</li> <li>13. Build positive relationships with clients, clinical staff and medical staff.</li> <li>14. Demonstrates adaptability and flexibility to changes in the work environment.</li> <li>15. Follows Infection Control Guidelines at all times.</li> <li>16. Reports personal symptoms of suspected illness or contagious diseases to the Director of Nursing.</li> <li>17. Completes and forwards copy of Incident Reports and any other safety/risk issues immediately to a supervisor.</li> <li>18. Provides a safe, therapeutic environment for staff and patients.</li> <li>19. Provides a daily report on the rounds made that shift, to the Structured Living Manager.</li> <li>20. Ensures the property and all living areas are clean, sanitary, and disinfected on a daily basis.</li> </ol>					

21. Conducts observed CLIA waived tests as required, i.e. Urine Drug Screen
20. Facilitates client's rules and responsibilities. Reports noncompliance to a Supervisor.
21. Ensure all bathrooms are clean, sanitary, and disinfected on a daily basis.
22. Ensure the property is safe for all clients on a daily basis and ensure safety issues are handled immediately.
23. Ensure there are adequate soap, paper towels, body wash, shampoo, towels, and other necessity for all clients.
24. Be familiar with fire drill policy/plan, disaster policy/plan.
25. Be compliant with directives from management, therapists, and medical staff.
26. Adhere to all state, federal, and local confidentiality and HIPPA regulations.
27. Comply with all DCF regulations.
28. I agree to refrain from using drugs and alcohol.