



**VITALITY CENTER
POSITION DESCRIPTION**

JOB TITLE: BEHAVIORAL HEALTH TECHNICIAN I
DEPARTMENT: SUPPORTIVE PERSONNEL
SUPERVISOR: REHABILITATION TECHNICIAN III/CHIEF OPERATIONS OFFICER

JOB SUMMARY:

A Behavioral Health Technician works closely with clients enrolled in the detoxification component and/or residential treatment for alcohol and drug abuse. Takes direction, is given assignments, and informed of any procedural changes by the Clinical Supervisor or the Behavioral Health Technician III assigned to supervise the various facilities.

JOB DUTIES AND RESPONSIBILITIES:

- Accurately reads and interprets vital signs, which includes reading a thermometer, taking blood pressure and pulse.
- Ensures that clients comply with living skills development rules.
- Admits clients to detoxification using set criteria.
- Monitors and enforces assigned client chores.
- Accurately records and reports client whereabouts, behaviors, medication received, and vital sign readings.
- Responds to emergencies as necessary.
- Conducts client admissions and discharges in accordance with set policies and procedures.
- Conducts orientation of new clients to the facility and room assignments.
- Routinely sets and checks alarm system, and conducts security check of building.
- Completes cleaning, laundry assignments and housekeeping, to include heavy cleaning such as washing walls, cleaning carpets, etc.
- Takes inventory of needed supplies.
- Required to transport clients to approved activities or appointments.
- Performs some clerical duties, answering telephones, relaying messages and copying materials at the direction of a counselor or administrative staff member.

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- Required to be CPR certified.
- Follows Code of Ethics as stated in NAC 458.
- Must comply with confidentiality requirements as set forth in CFR42 Part I & II.
- Able to work various shifts that are usually less than forty hours per week with additional time as required.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS:

Prefer some knowledge of substance abuse and related issues. Orderly or nurses aid experience helpful. Will provide on the job training including how to take and read vital signs, training required under NAC 449, CLIA Waived drug testing collection and medication management. Obtains and maintains certification as a Detoxification Technician as required. Completion of CPR Certification. Exhibits good people skills, telephone techniques and communication skills.

EDUCATION:

High School Diploma or GED equivalent desired.

I have read the job description and understand fully the duties of my position.

Employee Signature

Date

Human Resources Coordinator