Preferred Family Healthcare
Winfield, KS

Behavioral Health Technician

Job Code: 2014-KSWINFIE-001
Location: Winfield, KS
Program: Kansas
FT/PT Status: Regular Part Time

Job Description/Essential Functions:
Job Summary: Position is responsible for direct and supportive care to consumers; providing health monitoring, crisis intervention, training, supervision and facilitation of group educational/structured actives. Responsible for having basic understanding of consumer treatment plan, record consumer behavior and provide safe/supportive environment to consumers.

Essential Job Functions:
• Ensure that all program expectations and rules are adhered to, and report behaviors to supervisor, which will assist in consumer treatment.
• Participate in treatment by helping to identify consumer’s needs, problems and strengths.
• Document and/or report any areas of concerns related to consumer’s behaviors/interactions in shift report and/or consumer record.
• Assist in admission/orientation process including obtaining vital signs if applicable, safety search of consumer and consumer belongings and obtaining any urine/lab specimens.
• Coordinate incoming calls and respond to crisis calls as necessary.
• Assist and educate consumers in performing daily activities as needed.
• Assist in orientation of consumer population with regards to consumer rights and rules under the supervision of the Residential/Clinical Coordinator.
• Monitor consumer activities and document consumer activities occurring on shifts that are relevant to consumer’s progress or behavior, including bed check documentation during overnight shifts. Ensure all consumers are accounted for.
• Ensure precaution protocols are adhered to and appropriate documentation occurs.
• Assists in monitoring general health conditions of consumers.
• Facilitate education or recreation groups as scheduled and assigned.
• Adhere to all medication policies and work with trained nursing staff to insure all medication policies are followed whether consumer administered or staff administered.
• Provide consumer transportation as needed.
• Maintain a standard of behavior that is, at all times, consistent with agency expectations and program philosophy.
• Assure documentation is complete following State Regulatory/CARF Standards including all group logs being complete for the current shift by the end of the shift.
• Complete all mandatory trainings that are within the required time frame within State Regulatory/CARF Standards.
• Attend staff meetings, treatment team meetings, training sessions, etc. as requested by supervisors.
• Be knowledgeable and adhere to all program policies.
• Screen and monitor detoxification consumers to insure that safety and recovery needs are being met (Adult Programs Only).

Qualifications:
Knowledge, Skills, and Abilities:
• Knowledge of confidentiality laws governing substance abuse and mental health treatment.
• Ability to establish rapport with consumer population.
• Capable of communicating ideas clearly and effectively both verbally and written to produce clear and concise reports.

Experience and Education Qualifications:
• High School education or equivalent and two (2) years responsible employment history;
OR
• Exceptions to the qualifications listed may be made by the appropriate Executive Team member.
Knowledge, Skills & Abilities:

Conditions of Employment:

Employment is conditional upon the receipt of appropriate background checks. Upon offer of employment, applicant must grant permission for Preferred Family Healthcare to verify accuracy, legitimacy, and results in regards to the following conditions of employment:

- Adequate employment and/or personal reference checks
- Degrees, transcripts, licenses, certifications, and/or other documents that verify the educational qualifications of the employee
- Verification of eligibility to work in the United States (INS Form – I-9)
- Missouri Employees:
  - Family Care Safety Registry, which includes inquiries from the Missouri State Highway Patrol Criminal Records Division, Highway Patrol Sex Offender Registry, Department of Social Services Child Abuse/Neglect Records, Department of Health and Senior Services Employee Disqualification List and the Department of Mental Health Employee Disqualification Registry.
- Kansas Employees:
  - Kansas Department of Social and Rehabilitation Services, Kansas Criminal (KBI)
  - Motor vehicle driving record
  - Verification that the employee is free of infectious and/or communicable diseases (CPRC/RCF)
  - Must be able to obtain driver’s license in state of residency meeting the requirements of that state to chauffeur or transport passengers.
    - For Missouri Residents: Holder of a Class E driver's license, or Eligibility to obtain within 30 days following date of hire
    - For Kansas Residents: Holder of a Kansas driver’s license, or Eligibility to obtain within 30 days following date of hire
    - For Other States Residents: Holder of a Valid driver’s license meeting the eligibility guidelines to Chauffeur or Transport passengers, or Eligibility to obtain within 30 days following date of hire