**THE WOOD GROUP**

Behavioral Health Technician

Job Description/Responsibilities (MH and IDD)

The Behavioral Health Technician will be under the general supervision of the facility Administrator.

Job duties and responsibilities include, but are not limited to:

1. Ensure the safety and well-being of all residents at all times. In emergency situations, contact EMS immediately.
2. Assist residents as required and as directed by the administrator.
3. Cook and serve meals. Follow the facility menu as posted. Always ensure that cold foods are served cold and hot foods are served hot.
4. Responsible for completing items listed on the facility Chore Sheet as directed by the administrator.
5. Assistance or support to complete personal hygiene tasks for those identified with these needs.
6. Assistance to transfer to or from a wheelchair or walker from another location or toilet, bed, chair for those identified with this need.
7. Assistance with feeding for those identified with this need.
8. Responsible for assuring all residents are treated with dignity and respect.
9. Responsible for the supervision of all resident medication procedures. Ensure that all residents receive their proper medication at the proper time. All narcotics will be counted and documented on each shift.
10. Be familiar with The Wood Group’s policy and procedures to include employee handbook.
11. Handles client health information at a minimum necessary to document data, access and carry out responsibilities of the position, maintains client confidentiality.
12. Keep administrator updated on any changes in the status of the residents’ emotion, physical, or psychological state. Progress notes will be written on each shift for each resident.
13. Immediately report all abuse, neglect or exploitation and medication errors to The Wood Group’s Client Rights Officer and facility administrator.
14. Performs related work as assigned by the administrator.

Knowledge, Skills and Abilities:

* Communicating clearly both verbally and in writing.
* Organizing assigned work functions and processes; reviewing, evaluating, and modifying work methods.
* Establishing and maintaining working relationships with clients, customers, and representatives of other agencies or departments.
* Using initiative and independent judgment within general policy guidelines.
* Must go through a food safety training course and obtain a food handlers certificate.
* Must have a current Driver’s License.

Education:

* Proof of graduation from an accredited high school or certification of equivalency of graduation.

Physical Demands and Working Conditions:

* Mobility and manual dexterity to work in a standard office environment and use standard office equipment. Must be able to bend, stoop, kneel, crouch, squat, lift 20 pounds, sit for an extended period, and reach overhead.
* Travel which will include transporting consumers and/or picking up their medications.
* Work may involve at-risk clients or those who pose a threat to self or others.

I understand that each facility may have a few modifications to this list and may be combined with other job descriptions depending on the structure of the facility. By signing below, I acknowledge that I understand that my job description is not limited to the description above and that I have asked the supervisor for any clarification and all modifications.

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Residential Specialist Signature Date

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Supervisor Signature Date