



Opening doors to
housing and recovery.

Job Description – Behavioral Health Technician

Reports To: Clinical Manager

Delivery of outpatient substance abuse and dependence behavioral health services, under the direct supervision of a Behavioral Health Professional to persons identified as substance abuse and/or substance dependent. This Behavioral Health Technician will be responsible for primarily completing behavioral health assessments. All other duties listed may be assigned on an as needed basis.

Duties and Responsibilities:

1. Screening
2. Behavioral Health Assessment
3. Developing and Implementing Service Plans
4. Transition Planning and Discharge Planning
5. Life Skills/Recovery Workshop groups and Individual Education Services
6. Referrals: assist a client in accessing community services and resources.
7. Documentation: accurate and timely documentation of client information in confidential files in accordance with state and federal laws.
8. Provide treatment and services that promote client dignity, individuality, strengths, privacy, and choice.
9. Ability to recognize and respect cultural differences while meeting the needs of OPCS' unique and diverse client population.
10. Ability to respond to a situation in which a client may be a danger to self or others, behaves in an aggressive manner or is experiencing a crisis situation, or a medical emergency.
11. Interview clients to define level of need: personal and family reunification, finances, employment, food, clothing, housing, and substance abuse issues to determine nature and degree of problem. Work closely with program therapists.
12. Refer clients to mainstream services and other service organizations as needed.
13. Monitor residents' compliance with program guidelines and provide appropriate verbal and written warnings to those residents who are out of compliance.
14. Attend Old Pueblo Community Services weekly staff meetings, and meet with Supervisory staff as required.
15. Attend all required trainings.
16. Work closely with parole and probation offices.
17. Work closely with Health Home Care agencies.
18. Write letters to courts and other agencies for clients, as needed.
19. Demonstrate ethical behavior.
20. Provide supervision to and review documentation of services provided by behavioral health paraprofessionals.
21. Other Duties as assigned.

Qualifications:

1. Preferred Associates Degree with a minimum of six weeks of behavioral health work experience and a preference of one year experience. (Experience may be gained after employment through six weeks of continuous onsite direction from a behavioral health professional, technician, or paraprofessional who has a minimum of six months behavioral health work experience.)
2. Flexible Schedule
3. Strong written and verbal communication skills.
4. Knowledge of evidence-based behavioral health interventions for persons in recovery from substance abuse and/or substance dependence.

5. Experience with Electronic Health Records a plus.
6. Knowledge of laws and rules regarding delivery of outpatient services for substance abuse and dependent persons.
7. American Sign Language or Spanish speaking a plus.
8. Cultural Competence in the area of poverty, homelessness, local ethnic groups, and criminal justice populations.
9. Proficiency in Microsoft Word, Outlook, and Excel
10. AZ Driver License, Proof of Insurance and reliable transportation.

10/1/2018