



JOB TITLE: Behavioral Health Technician (BHT)

Traditions Recovery Center for Women

LOCATION: Lawrenceville, GA

POSITION: Part-time (evening and weekend shifts)

IMMEDIATE SUPERVISOR: Behavioral Health Technician Supervisor

COMPENSATION: \$15/hour

For interested applicants: Please send your resume to jobstrc@marrinc.org.

POSITION SUMMARY

The Behavioral Health Technician (BHT) at Traditions Recovery Center for Women in Lawrenceville, Ga., is responsible for supporting the Program Director and all treatment program staff; coordinating and providing the day-to-day needs of the facility and its clients; and assisting with scheduled monitoring and reporting activities to ensure safe and orderly operations.

Based on the individual's driving history, transportation may be involved. In such instances, strict adherence to vehicle and road/client safety measures is imperative to guarantee the well-being and security of both personnel and those being served.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include but are not limited to:

- Assist with the supervision of clients during their daily activities while at the residences.
- Be available for transportation requirements as needed, such as emergency transport or aiding residents solely during instances when transportation is unavailable.
- Must have valid driver's license to transport clients.
 - If BHT is eligible to drive:
 - Adhere to the regulations of the Georgia Department of Motor Vehicles, Georgia Department of Transportation, and all safety guidelines mandated by the state.
 - Conduct vehicle and client safety checklists before transporting clients and/or utilizing company vehicle.





- Make continuous rounds of the facility, rooms and grounds to ensure overall safety.
- Supervise and observe clients' self-administration of medications at designated intervals, recording details in Electronic Medical Records (EMR).
- Address emergency situations at the residences as needed, encompassing relapse, psychiatric issues, medical emergencies, physical concerns, threats of violence, AWOL incidents or curfew violations.
 - Adhere to the protocols specified in the Emergency Management Manual, and promptly notify the Residential Manager or on-call staff member in the event of an emergency.
- Document minor rule violations in the round log within the EMR and communicate them to the Residential Manager on the following day. If the rule violations are considered severe and require discharge, promptly contact the Residential Manager.
- Conduct U/As and/or Breathalyzer tests when necessary.
- Actively search for contraband and promptly report any suspicions or discoveries to the supervisor immediately.
- Proactively ensure the rules of the facility and the rights of the clients are being upheld.
- Assist with readying rooms and common areas for client admission and discharges.
- Foster a supportive environment for clients that follows ethical treatment.
- Seek corrective criticism and evaluate suggestions objectively.
- Promote a favorable and positive work atmosphere that is based on a 'team' approach.
- Complete all required training and attend in-service and educational trainings as necessary/assigned.
- Maintain flexibility and adaptability to expected and unexpected changes in the work environment.
- Notify the Program Director and medical staff about suspected contagious illnesses within the facility.
- Communicate all grievances, incidents, reports of suspected abuse, neglect, trauma, exploitation, safety issues and/or breaches to the Program Director.
- Address and resolve problems independently, ensuring diligent follow-through.
- Complete trainings and/or certifications in CPR, HIPAA, HIV/AIDS, Verbal De-Escalation, Incident Reporting, Infection/STD Risks, HEP B/C, Abuse, Neglect,





Trauma, Exploitation, Understanding SUD, and any other trainings required by the state or The Joint Commission.

- Perform and document housekeeping inspections, assisting residents in upholding the highest standards of cleanliness.
- Maintain JCAHO log Monday through Friday in all residences.
- Maintain refrigerator temperature logs in all residences.
- Consistently update and maintain a daily log, documenting incident events and reporting activities to incoming staff.
- Serve as a liaison between clients and program staff. Ensure the needs and concerns raised by clients are effectively conveyed to the relevant TRC staff, and that pertinent information intended for communication to residents during a shift change is delivered.
- Comply with codes of conduct as outlined in the Employee Handbook and Internet Usage Policy.
- Comply with policies and procedures, including punctual attendance and completion of scheduled hours.
- Perform other duties as assigned.

COMPETENCIES AND TRAINING

We require the BHT to obtain the following trainings and undergo the following competencies within the probationary period, including but not limited to:

- CPR/First Aid
- CLIA Waived Training (if applicable)

SKILLS AND ABILITIES

- Ability to work as a team member, exhibiting strong communication, organizational and interpersonal skills
- Ability to work under stressful conditions and the willingness to be flexible in relation to department needs
- Knowledge of The Joint Commission standards within the department
- Ability to demonstrate proficiency in verbal and written communication skills
- Knowledge of state and federal statutes regarding client confidentiality laws
- Ability to understand and abide by the drug-free workplace policies
- Ability to complete the Harassment and Discrimination training
- Knowledge of corporate integrity and compliance program
- Knowledge of current technology





- Knowledge of substance use disorder (SUD), with the ability to achieve a score exceeding 70% in the SUD training
- Familiar with community resources and/or the facility's point of contact for community resources

MINIMUM QUALIFICATIONS

- Comprehensive knowledge of the 12-Step recovery process and a firm grasp of the rules and guidelines outlined in MARR's policies and procedures.
- Minimum of two (2) years of sobriety (if in recovery).
- High School Diploma, GED, or equivalent is preferred.
- Two years of work experience in a customer service, hospital or treatment program setting is preferred.
- **For drivers:** A minimum of five (5) years of driving experience and a valid driver's license with a clear driving record approved by insurance carrier.
- Experience in the field of chemical dependency/substance abuse/psychiatric setting or human services field is preferred.
- Complete tuberculosis (TB) screening as a mandatory procedure in the pre-employment process.
- Consent to/undergo a background check as part of the pre-employment process.
- Complete training, certifications and/or competencies listed above, and any additional training required by the state or The Joint Commission.

WORKING CONDITIONS AND ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate. The BHT is required to work in indoor and outdoor environments as needed. Potential exposure to violent situations. Exposure to airborne/blood-borne pathogens and other potentially infectious materials may occur.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the





essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to speak and listen. The employee is frequently required to stand, walk and sit. The employee is occasionally required to use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl.

