



# Behavioral Health Technician Supervisor

**Job Code:** BHTSUP - 115  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$19.35 - \$31.65 Hourly  
\$1,548.00 - \$2,532.00 Biweekly  
\$40,243.00 - \$65,833.00 Annually

**FLSA:** Exempt

## Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## General Description

The purpose of this job is responsible for training new behavioral health technicians (BHT). Provides leadership and guidance in the form of general supervision relating to the day-to-day job duties and performance. Responsible for ensuring BHT's on the unit are providing the proper patient care on the unit and is providing proper documentation of paperwork.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

## Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Generates and provides daily, weekly, monthly and as needed reports of day-to-day unit performance.
- Responsible for ensuring unit is properly stocked with all supplies and inventory needed, to include the organization and storage of unit supply and inventory. Equipment should be checked on a scheduled basis and/or as needed by Supervisor.
- Responsible for monitoring activities of daily living. Documenting vital signs, current medications, and psychosocial concerns and problems.
- Performs procedures and treatments as assigned and instructed.

- Works closely with physicians, nurses, and other staff in the assuring that consumer's needs are met and that the program functions in an effective manner in meeting treatment needs of the consumer.
- Follows pertinent policies and procedures and exhibits leadership by assuming responsibility and accountability of actions.
- Displays commitment to patient care and adheres to the EHN code of ethics, exhibits self-direction, partakes in continued learning and participates in research activities when possible.
- Operates in accordance with established policy.
- Provides safe and therapeutic environment for consumers.
- Responsible for day to day operations involving BHTs and any other duties/task that may be assigned.
- Performs other duties as assigned.

### **Minimum Education and Experience Requirements**

Requires a Bachelor's Degree in Behavioral Health or closely related field supplemented by one (1) year of experience in behavioral health; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

### **Unavoidable Hazards (Work Environment)**

- Involves routine and frequent exposure to:
  - Radiation; Disease/pathogens.

### **Special Certifications and Licenses**

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.