

**Compass Behavioral Health Care – BEHAVIORAL HEALTH TECHNICIAN I**

**SUPERVISED BY: Designated Supervisor or RN**  
**POSITIONS SUPERVISED: None**

**FLSA: Non-Exempt**  
**EEOC: Technical**  
**LEVEL OF CLIENT CARE: Direct**  
**LICENSURE CLASS: Technician**

**PRIMARY FUNCTION:**

Responsible for providing personal care services to clients, according to assignment. Ensures the well-being of clients and provides a positive, supportive environment. Responsible for screening and assessing clients and for maintaining documentation as required. All of these functions are completed under the supervision of the designated Supervisor or Registered Nurse. Responsible for assisting client in developing recovery program, treatment activities, and referrals. Participates in the program development process.

**RESPONSIBILITIES:**

Interacts with clients to address the behavioral aspects of their care.  
Provides clients with personal care, including necessary baths, oral hygiene, shampoos and changing bed linens.  
Ensures linens, nutritional items and meals are made available to clients.  
Takes and records temperature, pulse, respiration and blood pressure with appropriate skills and competency.  
Performs screening tests as required accurately.  
Teaches clients about health consequences of substance abuse and the physiological effects of withdrawal.  
Completes and maintains required documentation accurately and in a timely manner. Assists with follow-up and paperwork as required on incidents and events that may take place in the facility.  
Mentors new staff and participates in orientation process as required.  
Communicates effectively and professionally with clients, providers, case managers, medical stake holders and other staff members. Communicates information necessary to coordinate care in an appropriate manner and within established guidelines.  
Participates in Quality Improvement plans.  
Pursues required certifications to maintain position. Pursues continuing educational opportunities for skill development. Attends required staff meetings and in-services.  
Maintains a neat, clean, and professional demeanor.  
Obtains clinical supervision as required.  
Performs related duties as assigned.

**COMPETENCIES:**

Demonstrates knowledge of addictions and behavioral health disorders and is able to utilize that knowledge in decision making appropriately  
Demonstrates ability to ensure a positive team approach and set an example for the fellow team members to follow.  
Demonstrates ability to perform screening tests and obtain vital signs accurately.  
Maintains detailed and accurate client documentation records that satisfies licensure, funding and accreditation requirements.  
Culturally competent, and aware of the impact of other individual differences on treatment and recovery.  
Ability to communicate effectively, and to develop, establish, and maintain positive professional relationships and demeanor with clients, staff and members of the community.

**MINIMUM QUALIFICATIONS:**

High School Diploma or G.E.D. plus four (4) years in Behavioral Health Field OR  
High School Diploma or G.E.D. plus equivalent to 18 credit hours post high school education in the field of behavioral health completed no more than four (4) years before the date the individual begins providing behavioral health services and two (2) years full time behavioral health experience.  
C.P.R. and First Aid certification required.  
Must be twenty-one (21) years old.

My signature below indicates that I understand and agree to the duties of **BHT I**, and that I meet stated qualifications, experience requirements, and can adequately perform duties prescribed herein.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Please note: Job descriptions are not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills and efforts. Nor are they intended to form contractual relationships between the employee and the agency. Rather, they are intended to be accurate reflections of the primary elements of a job including, but not limited to, the essential functions.