

Job Title: Behavioral Technician

Department: Residential

Reports To: Clinical Director, Tech Supervisor

Primary Objective: To provide monitoring for the safety and security of the residents of Harbor Hall. To provide monitoring of the facility and to respond to any emergencies as needed.

Major Responsibilities:

1. Supervise and direct the activities and responsibilities of the residents on campus ensure 24-hour House supervision.
2. Observe compliance with house rules, making incident reports, and communicating all resident issues, inappropriate behaviors or confrontations in the Pass-down log. The Residential Clinical Director will be available at all times to handle any situations that may arise with residents or house emergencies.
3. Monitor sign-in, sign-out record and ensure that proper policies and procedures are followed. Know whereabouts of all clients while on duty.
4. Comply with Medication Monitoring Directives.
5. Administer Psychological data gathering as directed.
6. Check-in and orientate all new clients to Harbor Hall according to policies and procedures.
7. Run didactics and log lesson documentation.
8. Assist in case management needs as outlined in the treatment plan.
9. Complete intake assessments and screenings as needed on incoming clients.
10. Assist in clinical treatment team goals.
11. Comply with record documentation standards as directed.

This job description is not intended to be an exhaustive list of all responsibilities, skills or efforts associated with this position. Each responsibility listed is important to the successful performance of this job. You may be assigned job-related tasks or special projects in addition to the line items contained in the job description.

Direct Supervision: None

Qualifications: Graduation from an accredited high school, or GED equivalent. Basic knowledge of community resources. Ability to establish rapport with clients and family members. Must communicate a respectable attitude towards others. Must be able to implement House expectations, policies and procedures with authority. Willingness to receive and to respond positively to supervision. Experience with clients in criminal justice system helpful. Must have valid driver's license. If a recovering chemically dependent individual, must be in recovery a minimum of one year and actively working a program of recovery. Must have up to date or training for CPR and First Aid Certificates (must have before working alone).



Confidentiality: Harbor Hall, has the responsibility to protect clients from any unauthorized invasion of the individual's right to privacy (42CFR Part 2). Additionally, client information is protected health information covered by the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). You must acknowledge your understanding to protect this information and to not disclose any information about any client in this facility to anyone that is not specifically authorized in writing to receive this information.