

LIFELINKS
BEHAVIORAL HEALTH TECHNICIAN JOB DESCRIPTION

The Behavioral Health Technician provides direct service to consumers of LifeLinks to ensure consumers receive rehabilitative services to meet their needs and the needs of their families and assist in the recovery process.

CREDENTIALS

The Behavioral Health Technician shall be a rehabilitative services associate (RSA) as defined by Title 59 Illinois Administrative Code Part 132 Medical Community Mental Health Services Program. Rehabilitative services associates will provide services under the supervision of a mental health professional or a qualified mental health professional.

The Behavioral Health Technician must be 21 years of age.

The Behavioral Health Technician must have a valid driver's license, have access to a fully insured motor vehicle, proof of insurance and meet the driving record criteria of the Agency. Exceptions to this requirement may be made in certain circumstances with the express written consent of the Executive Director.

The Behavioral Health Technician will be supervised by the applicable Program Director/Coordinator/Assistant as described in the attached addendum.

JOB SPECIFICATIONS

Federal Labor Standards Act Classification: Non-Exempt

Job Level: Non-Clinical, Direct Service

ESSENTIAL FUNCTIONS

Must be able to clearly communicate information and ideas verbally so others will understand and must be able to listen and understand others.

Must be able to read and understand written information and ideas and be able to communicate information and ideas in writing so others will understand.

The use of an electronic record necessitates typing skills and basic computer knowledge.

PHYSICAL REQUIREMENTS

Minimal amounts of bending and lifting up to 10 pounds at a time may be required.

May require sitting in one place for up to two hours at a time.

Must be able to safely operate a motor vehicle.

Accommodations to meet physical requirements may be made upon request.

SPECIFIC JOB RESPONSIBILITIES

Meet or exceed quarterly direct service expectations as entered in and calculated by the CIS system.

Provide immediate linkage to or provision of emergency crisis intervention as needed.

Provide input into the development of integrated treatment plans.

Provide information and refer and/or link consumers with other providers and/or resources according to consumer/family need.

Provide on-site and in-vivo services and supports to consumers and families necessary to assist a consumer to achieve and maintain rehabilitative, resiliency and recovery goals (Community Support).

Teach and monitor activities of daily living skills.

Assess, teach and monitor symptom management skills.

Assist consumers with constructive use of their leisure time.

Assess, intervene and collaborate with other treatment providers regarding any behavioral changes or symptom exacerbation.

Facilitate rehabilitative skill building services on an individual and group basis.

Provide structured and/or curriculum based skills training services utilizing evidence based interventions.

Coordinate special events and outings as applicable.

Assess, teach and monitor safety skills.

Enter all direct service activity into the CIS system on the date of service delivery.

Complete all progress notes within the same week of delivery according to rules and regulations of applicable payer sources.

Complete all clinical documentation with 90% accuracy according to agency policies and rules and regulations of applicable payer sources.

Participate in program meetings and supervision as requested.

Be actively involved in consumer treatment and collaborate with providers in other agency programs in which consumer receives treatment.

Establish and maintain positive and professional working relationships with internal staff, external service providers and other state and county agencies.

Engage in appropriate professional development through continuing education, membership in professional organizations and licensure as eligible.

As requested participate in nonclinical activities such as committee work, quality improvement teams, performance improvement and grant initiatives.

Participate in other responsibilities as assigned.

I HAVE READ AND UNDERSTAND THE CONTENT OF THIS JOB DESCRIPTION.

Employee Signature

Date

Human Resource Coordinator

Date

LIFELINKS
BEHAVIORAL HEALTH TECHNICIAN
JOB DESCRIPTION ADDENDUM
Community Support Services

The Behavioral Health Technician specializing in Community Support Services will be supervised by the Psychosocial Rehabilitation (PSR) Coordinator, the Residential Coordinator and/or the Residential Coordinator Assistant all being either mental health professionals or qualified mental health professionals.

Consumers eligible for the Community Support Services Program are 18 years of age or older, experience a major psychiatric disorder and may experience various functional impairments, including those that reduce the ability to live in a more independent living arrangement.

SPECIFIC JOB RESPONSIBILITIES

Assist residents in adapting to and coping with congregate living difficulties.

Facilitate rehabilitative skill building services on an individual and group basis.

Provide transportation services to consumers in the Community Support Services Program as necessary.

Observe and guide as needed the consumer's self administration of medication.

Provide First Aid and CPR as needed.

Assist residents with evacuation and/or self-protection during times of natural disaster.

Ensure that the residential facility is inspection ready at all times, including but not limited to, sanitation and safety.

I HAVE READ AND UNDERSTAND THE CONTENT OF THIS JOB DESCRIPTION ADDENDUM.

Employee Signature

Date

Human Resource Coordinator

Date