**JOB DESCRIPTION**

**Job Title: Behavioral Health Technician**

**Agency: Our Lady of Perpetual Help**

**Reports To: Residential Program Manager**

**Shift: 11 PM – 7 AM, Monday - Friday**

Under the supervision of the Residential Manager, the Behavioral Health Technician will perform designated non-clinical tasks that promote the overall health and well-being for both inpatient and outpatient clients.  The Behavioral Health Technician will provide exceptional direct and supportive services to include crisis management and assist with therapeutic activities.

Responsibilities:

* Assist with residential enrollment into the program
* Complete personal inventory at request of new resident
* Prepare, administer, and document medications in compliance with all state and federal regulations
* Document any and all concerns related to clients behavior in daily shift log and in Electronic Health Record
* Maintain a clean and safe environment
* Assure that all state regulations are followed as it pertains to proper documentation of group logs and following safety and programmatic protocols
* Identify and implement responsibilities associated with control and storage of medications as well as reordering
* Maintain an accurate account of controlled substances
* Other duties as assigned within the context of safe procedures and protocols

Requirements:

* Current MED Level 1 certification upon hire or within 30 days of hire (company sponsored)
* Current CPR or within 30 days of hire (not company sponsored); annual thereafter
* Current TB or within 30 days of hire (not company sponsored); annual thereafter

If interested, please email resume to Steve Saffa, ssaffa@ccstl.org and Gwen Donley, gdonley@ccstl.org.