

Garrett County Lighthouse, Inc. is currently accepting applications for a motivated, professional **Behavioral Health Technician.**

Full time contractual position for the Psychiatric Rehabilitation Program- Monday-Friday. (See hours under 'Expected Hours of Work' below)

Summary/Objective

The Behavioral Health Technician is responsible for general behavioral health care service operations of Garrett County Lighthouse, Inc.'s Psychiatric Rehabilitation Program (PRP). Services provided include, but are not limited to, medication monitoring, transportation, off-site contacts, and assistance with community integration/socialization.

Competencies

- Good quality customer service, public relations, active listening skills and telephone skills.
- Ability to ethically relate to individuals with severe, persistent psychiatric disabilities and co-occurring addiction disorders.
- Ability to demonstrate knowledge of behavioral health services within the public mental health system.
- Capacity for effective advocacy and coordination with various community agencies.
- Ability to develop and maintain working relationships with other employees, community, families, and other professionals.
- Aptitude for working under supervision as well as independently in order to improve job performance, work ethics, and overall efficiency.
- Knowledge of HIPAA and confidentiality laws pertaining to the access and release of Protected Health Information.
- Knowledge of COMAR and CARF standards.
- Capacity for effectively managing crisis situations and somatic/psychiatric emergencies.
- Ability to drive safely and maintain a clear driving record with either the DMV or MVA.
- Practical knowledge of CPR/First Aid.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide safe, efficient transportation.
- Ability to provide direct services to individuals with severe, persistent psychiatric disorders and/or co-occurring addiction disorders in an effort to assist clients with working toward person-centered rehabilitation goals.
- Provide medication monitoring services and report health concerns to nursing personnel and the client's assigned Case Manager.

- Complete appropriate documentation to include, but not be limited to, contact notes, daily medication records (DMR), and on-site contact records while demonstrating the use of ethical practices and quality health care.
- Provide off-site services to PRP clients in the home or in the community to support the client's Individualized Rehabilitation Plan, goals, and rehabilitation services.
- Ability to implement active listening techniques to provide supportive recovery services.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ensure quality of service by adhering to the Garrett County Lighthouse, Inc. Mission, Code of Ethics, and any other specific policies and/or procedures written and implemented by Garrett County Lighthouse, Inc.
- Maintain vehicle log book and ensure prompt verbal/written report of a vehicle accident/client incident to the Program Coordinator.
- Verbally report visual and mechanical issues of vehicles to the Program Coordinator.
- Actively participate in continuing education and training for professional growth.
- Lead daily PRP rehabilitation activities with clients based on monthly activity calendar in order to facilitate rehabilitative goals.
- Replace or assist other workers as needed or directed.
- Perform other related duties as instructed by supervising personnel.

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Expected Hours of Work

This is a 37.5 hour per week hourly position, expected to work Monday through Wednesday, 7:30am to 3:30 pm, Thursday 8:00am to 3:30pm and Friday 8:00am to 2:00pm.

Required/Preferred Education and Experience

A preference for two years of work experience within the mental health/human services field and a high school diploma or possession of a high school equivalency certificate. Must possess a current, valid driver's license and a clear driving record with the DMV/MVA. Driving record must remain clear and proof is to be updated annually. Criminal background check required.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Garrett County Lighthouse, Inc. reserves the right to change or reassign duties or combine positions at any time.

EEO Statement

Garrett County Lighthouse, Inc. is an equal opportunity employer and conforms to the spirit as well as to the letter of all applicable laws and regulations. Garrett County Lighthouse, Inc. prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.