

CORE Psychiatric & Psychological Services Job Description

JOB TITLE: Behavioral Health Technician

FLSA STATUS: Non-Exempt

REPORTS TO: Assigned IBHS Supervisor

REVISION DATE: 12/04/2020

JOB SUMMARY:

Behavioral Health Technicians (BHT) are responsible for providing one-on-one behavioral treatment plan interventions for children, youth, and young adults with the goal of transferring skills to the child/youth/young adult and the child/youth's caregiver. BHT's provide services in schools, homes or in the community settings.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other assignments, projects, and duties may be required:

1. The communication of relevant information to the members of the treatment team, including but not limited to; parents, caregivers, teachers, mobile therapists, behavior consultants, Clinical Director, prescribing psychologists, psychiatrists, other BHT's and other collaborating team members.
2. Gather data and other relevant information for inclusion into the behavioral assessments/intervention plans and the individualized treatment plan.
3. Transfer of skills to family, caregivers, school personnel, and other service providers by supporting, re-educating, and training those responsible for care and supervision of the child in order to decrease dependence on behavioral health technician services.
4. Following agency guidelines as outlined in the CORE Psychiatric & Psychological Services policy and procedure manual, Health Information Portability and Accountability Act (HIPAA) manual, and agency correspondence that are distributed that address company procedures and/or employee conduct.
5. Providing direct Behavioral Health Technician services to clients as specified in the individualized treatment plan in the home and/or school and/or community environments.
6. Maintain client records in accordance with local, state, and federal regulations and protect those records by following agency policies regarding privacy of confidential healthcare information.
7. Collaborate with other team members relating to progress relative to the goals described in the Individualized treatment plan.
8. Writing of appropriate progress notes, mandatory weekly paperwork, and completing and submitting data sheets provided by the Lead Clinician on the case.

9. Attending mandatory supervisions and reviewing of members progress/regression towards treatment goals, and review training/educational opportunities or identify staff training needs.
10. Exercise a high level of professional conduct when interacting with family members, other agencies, school personnel, and community entities.
11. Attending trainings and educational activities to adhere to state mandated regulations.
12. Other duties as assigned by Lead Clinician.

QUALIFICATIONS:

Individuals who provide BHT services shall meet one of the following:

- (1) Have a high school diploma or the equivalent of a high school diploma and have completed a 40-hour training covering the RBT Task List as evidenced by a certification.
- (2) Have a minimum of 2 years' experience in the provision of behavioral health services.
- (3) Have a certification as a BCaBA (Board-Certified Assistant Behavior Analysis).
- (4) Have a certification of an RBT (Registered Behavior Technician).
- (5) Have a certification of as a BCAT (Board-Certified Autism Technician).
- (6) Have a behavior health certification or behavior analysis certification from an organization accredited by the National Commission of Certifying Agencies or the American National Standards Institute.

WORK STATUS: Full Time/Part Time

WORK ENVIRONMENT: School, Home, and Community Setting

TRAVEL: Travel as needed

Signature

Date

HR Manager Signature

Date