

**PSIMED CORRECTIONS, LLC
MENTAL HEALTH SERVICES
Job Description**

POSITION TITLE: Behavioral Health Technician (BHT) **LOCATION:**

REPORTS TO:

CLASSIFICATION: Nonexempt, Full Time

EFFECTIVE: March 1, 2016

CANCELLATION: March 1, 2013

REVISED: May 22, 2022

POSITION SUMMARY: Participate in treating patients with behavioral problems caused by mental health issues. Primarily responsible for monitoring patient behavior following the guidelines of treatment from a mental health professional and regularly reporting any progress or problems.

ESSENTIAL FUNCTIONS:

Provide direct support services and assist clinical staff with consultation services in accordance with the policies and procedures of PSIMED Corrections, LLC, the policies and regulations of the West Virginia Division of Corrections and Rehabilitation (WVDCR) and in accordance with the ethics and standards of the West Virginia Board of Social Workers.

Interrelate and work effectively with other PSIMED Corrections, LLC staff, WVDCR personnel, patients and outside support agencies as delegated by the PSIMED Corrections, LLC site supervisor or Regional Administrator.

Maintain confidentiality of patient information in accordance within the limits of WVDCR policy, PSIMED Corrections, LLC policies and procedures, the National Commission on Correctional Health Care, American Correctional Association and West Virginia Board of Social Workers.

Complete specific duties and responsibilities as designated by the PSIMED Corrections, LLC site supervisor or Regional Administrator. Designation of duties will be determined by current needs of the patient population and the mental health professional's expertise; taking into consideration staff member's interest whenever possible.

Implement treatment plans and behavior management plans. Treatment and behavior management plans are updated as directed by supervisor.

Designate and schedule clients to participate in structured and unstructured socialization programs.

Support clinical staff with crisis intervention when needed.

Participate in treatment team meetings for designated patients. Provide monitoring reports to the treatment team and as requested by site supervisor.

Provide documentation in the EMR of client's treatment in accordance with Mental Health Services policy and procedure.

Provide administration support and/or monitoring of client's mental condition for psychiatric staff as appropriate.

Work with Reentry Specialist to coordinate appropriate follow up services for designated caseload.

Serve as a positive role model for patients and peers, providing examples of appropriate behaviors, effective communication and conflict resolution.

Participate in staff meetings and in-service training programs.

Inform supervisor of personal need for additional clinical supervision, overall problems in delivery of clinical services and/or proposals to improve clinical skills.

Comply with employee standards of PSIMED Corrections, LLC as well as WVDCR applicable employee standards

Acceptance of additional duties as assigned by the PSIMED Corrections, LLC site supervisor or Regional Administrator.

QUALIFICATIONS:

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The following are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

High school diploma or equivalent required.

Experience working in the mental or behavioral health field preferred.

Work schedule may require evenings, nights and weekends.

Knowledge, Skills and Abilities:

Proficient written and oral communication skills with the ability to communicate effectively with others.

Ability to read and interpret instructions, documents and follow procedures.

Ability to write routine reports and correspondence.

Ability to establish and maintain a variety of records, organize data and prepare reports.

Ability to cooperate and work well with a team.

Ability to deal calmly and appropriately with stressful situations. Maintain professionalism with clients and teammates.

Work efficiently, meet job demands and deadlines.

Ability to exercise independent judgment and initiative in accordance with PSIMED Corrections, LLC policies, procedures and practices.

Approach change in a positive manner.

Accept constructive criticism/advice and learn from it.

Proficient computer skills including Microsoft Office, email, electronic medical records and the ability to learn other applications as needed.

Must be dependable, responsible, cooperative and adhere to PSIMED Corrections, LLC policies and procedures.

Must pass background checks, security clearance and drug screen(s).

PHYSICAL DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the position, the employee is regularly required to talk, hear and use hands to finger, handle or feel objects. Requires regular keyboarding. The employee is required to sit, stand, walk, climb, balance, bend, stoop, kneel, crouch and reach with hands and arms. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: Standard medical setting in a correctional facility, which includes interacting with inmates, co-workers, correctional staff and health care personnel. Requires the ability to adapt to periodic changes in environmental conditions including temperature, air quality and noise.

JOB DESCRIPTION ACKNOWLEDGEMENT:

This job description should not be construed as a contract for employment, express or imply a promise of employment for any specific period of time and/or promise a condition of employment. PSIMED Corrections, LLC is an at-will employer and as such, employment by be terminated at any time without prior notice or stated cause by either the employee or the employer.

I have reviewed this job description and I understand all of my job duties, responsibilities, qualifications and physical demands of this position. I am able to perform the essential functions as outlined with or without accommodation. I understand that my job duties may change on a temporary or regular basis according to the needs of my location or department. If I have any questions about job duties not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources.

I further understand that I am responsible for the satisfactory execution of the essential functions described herein, under any and all conditions as described. I also understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description in a satisfactory manner.

I have discussed any questions I may have had regarding this job description prior to signing.

Employee Printed Name: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____