

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.  
JOB DESCRIPTION**

**DATE ESTABLISHED** 10/11/99  
**DATE AMENDED** 4/17/07

**TITLE OF POSITION:** Behavioral Health Technician

**POSITION NUMBER:** 20-3

**PROGRAM:** Bay County, Holmes/Washington/Jackson Area, and Gulf/Calhoun Area

**COMPONENT:** Adult Rehabilitation Services

**MINIMUM TRAINING AND EXPERIENCE REQUIRED:** The successful applicant must have a bachelor's degree in a human services related field or meet the Florida requirements as a [Certified Behavioral Health Technician](http://www.flcertificationboard.org/Certifications_Behavioral-Health.cfm) (For more information go to the Florida Certification Board website: [http://www.flcertificationboard.org/Certifications\\_Behavioral-Health.cfm](http://www.flcertificationboard.org/Certifications_Behavioral-Health.cfm))

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

**SUPERVISOR:** Adult Rehabilitation Services Component Director

**POSITIONS SUPERVISED:** None

**WAGE MINIMUM:** \$8.00 per hour

**WAGE AND HOUR STATUS:** Non-Exempt

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**DESCRIPTION OF DUTIES AND RESPONSIBILITIES<sup>1</sup>:**

**ESSENTIAL FUNCTIONS:** (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Provide care and supervision of clients in the rehabilitation setting and/or in the community.
2. Report client behavior to appropriate staff members.
3. Participate in preparation for and conducting of therapeutic activities.
4. Act in a supportive role to encourage clients in work, training, and treatment programs.
5. Read and understand all policies and procedures.
6. Attend and participate in designated meetings.

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<sup>1</sup> Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

7. Prepare required documentation and reports.
8. Provide a positive role model for clients and initiate structured and unstructured activities with clients when not participating in programmed activities.
9. Assist in maintaining a safe, clean, and therapeutic environment.
10. Initiate and participate in activities for staff, program and Center development.

**OTHER ESSENTIAL FUNCTIONS:**

1. Transport clients when other means of transportation for essential activities are not available.

**Copy received by:**

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