

## HIBISCUS CHILDREN'S CENTER POSITION DESCRIPTION

Position Title: Lead Behavioral Health Tech	Program: Village
	Reports to: Program Director

### **POSITION FUNCTION/OVERVIEW:**

The primary purpose of this position is to provide supervision and support to the Shelter youth/child care staff on a given shift.

### **PRIMARY DUTIES/RESPONSIBILITIES:**

- Provides direct supervision of the Behavioral Health Technicians with on-site verbal and written guidance and corrections, where needed
- Visible and accessible to all Behavioral Health Technicians during shift
- Ability to determine staff to client ratio and assign client groups to individual Behavioral Health Technicians
- Assigns specific duties to Behavioral Health Technicians (varies on each shift) and ensures that duties are completed
- Reviews shift activity schedule for any changes and/or additions. Makes transportation arrangements, as needed
- Reviews, maintains and updates the daily logbook with pertinent client information.
- Ensures all nursing directives are followed (sick charts, stool specs, infant care sheets, etc.)
- Notes and recommends solutions to any staffing concerns, behavioral problems and/or shift difficulties and notifies administration of concerns and gives input for solutions
- Communicates all necessary information to Program Manager
- Performs walk-through prior to the start of shift and communicates concerns with previous shift supervisor
- Conducts a shift change meeting with assigned staff to address concerns
- Provides direction and guidance to volunteers
- Ensures that all admissions are completed properly and that the admission medical is completed as soon as possible ( if Nurse if not available)
- Communicates and documents all necessary information related to clients to their individual therapist
- Communicates and notifies the On-Call Administrator of all non-routine incidents
- Ensures that the Shelter is clean and organized throughout the course of their shift
- Ensures that all reports are correct, complete and turned-in signed at the end of the shift
- Completes probationary and annual evaluations on time
- Assist Office Manager with preparing staffing schedules
- Responsible for dispensing meds to clients when nurse is not available
- Assist in preparing client's meals
- Attends and participates in agency meetings including treatment plans

This list of duties and responsibilities is not intended to be exhaustive. Hibiscus Children's Center reserves the right to revise this job description as needed to comply with actual job requirements.

**QUALIFICATIONS REQUIRED:**

- Bachelor's Degree in Social Work or related field, preferred or Associates Degree
- High School Diploma or equivalent required
- Two (2) years supervisory experience required
- Minimum four (4) years experience with at risk children/teens
- At least 23 years of age
- Current certification in CPR, First Aid and TCI
- Ability to lift 40 lbs
- Ability to work outdoors in various temperature
- Ability to work with diverse backgrounds; ability to accept individuals of a different philosophy, culture, or socio-economic background
- Must pass level 2 background clearance and drug test
- Ability to work flexible schedule and shifts as necessary

**SKILLS:**

- Adaptability
- Good interpersonal skills
- Understanding of child abuse and neglect
- Knowledge of child growth and development
- Ability to intervene decisively when necessary to protect residents
- Ability to work in and promote team environment
- Ability to handle emergencies and life threatening situations effectively
- Good verbal and written communication skills including proper telephone etiquette
- Ability to transport children
- Ability to set appropriate boundaries and limits with residents and staff

**PHYSICAL REQUIREMENTS: (N=needed P=preferred)**

Sitting <u>N</u> Standing <u>N</u> Walking <u>N</u> Lifting <u>N</u> Carrying <u>N</u> Kneeling <u>N</u> Pushing/Pulling <u>N</u> Bending/Stooping <u>N</u> Climbing <u>n/a</u> Reaching <u>N</u> Crawling/Crouching <u>P</u> Repetitive Motions <u>P</u> Transporting <u>P</u> Other (describe _____)
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**I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.**

\_\_\_\_\_  
**Name (Print)**

\_\_\_\_\_  
**Supervisor's Name (Print)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**