

## **Psychiatric Technician Job Description**

**Title of Position:** Psychiatric Technician

**Reports to:** Manager of Support Services

**Status:** Non- Exempt – Full Time

**Department:** Support Services

**Schedule:** Monday- Friday 7:30am-4pm with occasional late evenings, weekends, and or holidays as needed.

**Position Summary:** The Psychiatric Technician provides supervision and transportation to clients in the intensive drug and alcohol treatment program. This position's office space is based at the Life Learning Center. However, is often mobile to escort residents to meetings, appointments and various outings.

### **I. Essential Duties and Responsibilities:**

- A. Supervise daily activities, tasks, and behaviors of clients to provide an atmosphere conducive to rehabilitation. Supervision may include, but is not limited to, management of OTC and prescribed medication, addressing emergency needs, ensuring compliance to program rules and safety regulations/standards, and general supervision of clients.
- B. Provide transportation for clients daily to and from the Life Learning Center, individual doctor appointments, physical fitness and nutrition classes, recreational activities, and all other appointments scheduled for each client.
- C. Oversee transportation calendar and work collaboratively with other team members to make sure transportation is provided as needed for clients.
- D. Assist with the aftercare program by following up with contacts on a monthly basis, provide support with general filing, and conduct random drug screens and room/locker/bag searches as needed.
- E. Provide additional program support to other locations as needed.
- F. Perform other duties as assigned by the Manager of Support Services.

**II. Qualifications:**

- A. Associates Degree, Bachelor’s degree preferred in Human Services or health care related field .
- B. Two to three years’ experience with substance abuse and/or mental illness.
- C. Valid Texas Driver’s license with no outstanding warrants or tickets.
- D. Mature person capable of making sound decisions and effectively carrying them out in the absence of specific directives
- E. Demonstrate a willingness to extend themselves to the residents as needed,
- F. Willing to confer with supervisor when needed,
- G. Have ability to set and maintain good boundaries with the residents, Background check will be conducted.
- H. Ability to work a flexible schedule including some evening, weekend, and or holidays

**III. Physical Requirements**

- A. Person in this position must be able to handle frequent walking inside and outside the building and inside the grounds of the residential area.
- B. Must be able to walk up one flight of stairs frequently.
- C. Must be able to sit, stand, bend, stoop, and lift 15-20 pounds as needed.
- D. Must be able to pass organizations’ driving test before transporting clients.

Reasonable accommodations may be made to enable individuals with disabilities to perform these duties

**General Statement:** It is understood that this document may be changed in the future in the best interest of The Women’s Home and/or those served. Any changes will be discussed with the incumbent

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Employee Signature

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Date

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Department Manager or Human Resource Rep. Signature

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Date