

HEMOCARE

Management Corporation

POSITION DESCRIPTION

BEHAVIORAL TECHNICIAN

Primary Purpose of Mental Health Division: The Mental Health Division provides one-on-one home and community based services consisting of individualized treatment and care to individuals and their families. Services are provided to individuals of all ages with emotional and behavioral problems, developmental disabilities, substance abuse, or physical disabilities. The goal is to stabilize and empower the family; services are designed to help families remain together and to prevent residential placement or worsening of inappropriate behaviors.

Primary Purpose of Position: The person in this position may provide psychoeducational interventions, personal care and/or respite to clients and client families. Activities may include social skills training, management and monitoring of behavioral point systems, behavioral contracting, conflict resolution and skill training, anticipatory guidance, life space interviewing, and training or assistance in activities of daily living; when providing respite, activities may also include recreational outings and monitoring the client to ensure safety and provide opportunities for recreational outlets. This employee implements these activities as outlined in the Person-Centered Plan or Care Plan. All activities are documented through daily progress notes.

Work Schedule: Flexible and individualized work assignments are structured to meet the needs of individuals being served. Weekend and evening hours are scheduled as needed. Schedules may change frequently. Employees keep HEMOCARE informed of their general hours of availability so that assignments can be made appropriately.

Responsibilities and Duties: Clients are assigned to individual technicians based upon the technician's training, experience with a particular population, skills, interests and hours of availability. Primary responsibilities are carrying out the interventions listed above and activities according to the treatment plan. All activities must be documented to Medicaid and medical records standards, using the approved forms.

Accuracy Required in Work: Written progress notes and verbal reports must accurately reflect clients' activities and progress and must state what treatment plan components were addressed and what progress was accomplished. Forms must be completed fully and in a timely manner. Any documentation corrections requested must be accurate and timely.

Consequence of Error: Error in written and/or verbal reports of clients' progress may result in inappropriate treatment planning by other professionals and disallowance of reimbursement for services. Error in judgment in behavior management and/or skills training could impede clients' progress.

Instructions Provided to Employee: Training in HEMOCARE procedures, documentation, billing procedures, and behavioral techniques occurs prior to work assignments. Instructions are provided verbally, with written follow-up as needed, by the HEMOCARE supervisor. Clinical instruction is based on the treatment plan for each client.

Guidelines, Regulations, Policies and References: Employees must follow client rights policies, including Confidentiality policies and the Healthcare Insurance Portability and Accountability Act of 1996 (HIPPA),

and other procedural and fiscal policies of the contracting agencies, comply with all applicable federal and state statutes and regulations, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), state and company policy as described in the HOMECARE Mental Health Division Policy Manual and the Procedure Manual.

Supervision Received by Employee: The HOMECARE supervisor provides clinical supervision and reviews all progress notes and technical data for consistency with Medicaid regulations. Supervision and monitoring also occurs naturally as clinicians and case managers interact with HOMECARE Technicians as they explain and monitor the progress of treatment plans.

Variety and Purpose of Personal Contacts: Personal contact occurs on a regular basis with the client and family members, members of the treatment team, the primary therapist and/or case manager of assigned clients and with the general public during planned activities.

Physical Effort: Must be able to physically perform the basic life support functions of walking, climbing, balancing, stooping, kneeling, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions. Must be able to perform medium work which includes exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical effort is required throughout the work period in the form of implementing and participating as a model in teaching behavioral and independent living skills. In emergency situations, personal restraint may need to be used.

Work Environment and Conditions: The majority of each work period occurs either in the home (private residence or group home), school, or in the community. Working conditions will vary according to the particular assignment. The employee may be subjected to both inside and outside environmental conditions. Through use of personal restraints or through independent living skill training, the employee may be exposed to risk of personal harm. Employees working with severely disabled clients may be exposed to some conditions which could be considered slightly disagreeable, such as toileting and feeding. Employees providing Personal Care or Respite services may be required to use Universal Precautions to avoid exposure to bloodborne pathogens. The employee may also be subject to vibration through proximity to moving mechanized parts, electrical current, or exposure to chemicals such as paint.

Machines, Tools, Instruments, Equipment and Materials Used: Leisure and recreational materials, household supplies and machines, and cooking utensils may be used. Other basic tools may be used in independent living skills activities (screwdriver, hammer, electrical tools, etc.). The employee must be able and licensed to drive an automobile and must have transportation to work sites. Must be able to accurately complete progress note forms and write descriptions of activities performed.

Visual Attention, Mental Concentration and Manipulative Skills: Clients in this program require close and consistent visual monitoring with specific attention to non-verbal behaviors that could be indicative of the need for intervention. In addition, the employee may need the visual acuity to perform mechanical or skilled trades tasks of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc., and to prepare written reports of the client's progress.

Dynamics of Work: This position requires flexibility in working with different professionals involved in the client's treatment and the ability to work well independently with little daily structure. As a client's treatment plan is changed based on his progress, he may no longer need the Technician. The employee may then be assigned to others with varied treatment needs.

Knowledge, Skills and Abilities: Knowledge of basic writing, reading, and arithmetic, interest in and basic understanding of the population being served are required. Must be able to perform functions listed in Physical Effort above. Must be able to follow directions and to interpret and apply written treatment plans with minimal guidance; must be able to document treatment goal progress in accordance with Medicaid regulations and standards of medical record practice.

Minimum Qualifications: All employees must be at least 18 years of age and able to read, write, and understand and follow directions. Employees must have no known history of abuse, neglect, or exploitation of children or vulnerable adults. Employees must pass a drug screen and must have no evidence of a communicable disease. Employees must have satisfied the Core Competencies established by HOMECARE Management Corporation and by the State of North Carolina and must hold current certification in First Aid and CPR. Other qualifications related to minimum level of education, competency, work experience, or skills are established for specific assignments.

Employees are privileged to perform different levels of service based upon their educational background and experience. All employees providing services to clients of the North Carolina Department of Mental Health/Developmental Disabilities and Substance Abuse Service must possess a high school diploma or GED. Employees providing professional level services must have a minimum of a baccalaureate degree.

Additional Training or Experience: Specific experience with individuals who have emotional and behavioral handicaps and/or developmental disabilities is desired.

License or Certification Required by Statute or Regulation: First Aid, CPR, Restrictive Interventions.

Certification by Signature that I have reviewed this position description and am aware of my job responsibilities and duties:

Signature

Date

CERTIFICATION BY SUPERVISOR: I certify that I have reviewed all aspects of these position requirements with the above employee, that this is a complete and accurate description of the position duties, and that I believe to my best knowledge that the above-signed employee comprehends and is fully aware of the responsibilities and duties of this position.

Signature

Title

Date