



Position Title: Mental Health Tech. MHT
Lead Mental Health Tech.
Non-Exempt
July 2025

Reports to:
Status:
Created:

Approved: _____

Primary Responsibilities:

The Mental Health Tech (MHT) works alongside counselors to ensure coordination and consistency of the client's treatment. The MHT provides direct client care in order to support and facilitate the program structure and treatment schedule for Bristlecone. This position is responsible for the direct supervision of clients throughout their stay.

Essential Functions:

1. Remain respectful and supportive of the client's recovery and treatment plan.
2. Has working knowledge of the programs provided.
3. Responsible for integrating into daily operations the core values and mission of the organization.
4. Exhibits a thorough understanding of 42 CFR Part 2 and 45 CFR (HIPPA).
5. Conducts daily activities in compliance as with our ethics guidelines.
6. Maintains data and reports for grant compliance as required (i.e., residential attendance, group attendance, etc.)
7. Works in coordination with other staff to ensure the ongoing safety and security of all Bristlecone clients and employees.
8. Achieve and/or maintain certifications in CPR & First Aid.
9. Assist in facilitation of training new MHT's as directed by direct supervisor or Clinical Director.
10. Provide CPR and/or First Aid, AED, & administration of naloxone.
11. Demonstrates preparedness for emergency situations.
12. Remains calm in emergency situations.
13. Attends and completes detoxification training within 60 days of employment and then every 2 years as required by NAC 449.1218.
14. Conducts bed checks for residential clients every hour and TL every 2 hours throughout shift and signs-off on approved documentation.
15. Documents all pertinent information regarding BFR clients and/or visitors in LS and/or on approved forms.
16. Ensures a safe environment for clients.
17. Provides added security for building by routinely checking to assure outer doors remain locked at all times.

18. With guidance of the primary counselor, facilitates the needs/requests of clients in accordance with program standards.
19. Contacts primary counselor, direct supervisor, Clinical Director or Executive Director in the event of client violations.
20. Assists clients by monitoring counselor approved phone calls and/or visits.
21. Participates in shift reports, staff meetings, monthly advocate meetings and in-service trainings as directed by the Clinical Director.
22. Exhibits effective organizational skills.
23. Remains constructive and calm when dealing with clients and the general public.
24. Exhibit personal growth and therapeutic skill development.
25. Other duties as required.

Ancillary Functions:

1. Conducts client orientations to unit.
2. Oversees the daily schedule for clients according to program requirements and/or primary counselor requests. Oversight includes:
 - Ensuring adherence to time schedules (wake/bed times, group times, meal times, etc.);
 - Assigning client chores and verifying completion;
 - Occasionally escorts clients by walking or company provided transport to locations off-site, including but not limited to, appointments and recreation.
 - Assisting community presenters such as 12-step meetings.
3. Record all clients' behaviors/incidents in a pre-approved log book ("Shift Report") every 12 hours.
4. Conducts inventory/search of client's personal belongings, including but not limited to initial intake, room searches and returns from off-property activities.
5. Assist in answering Bristlecone telephones, within three rings in an acceptable, appropriate and professional manner, including:
 - Answering general questions;
 - Directing phone calls to appropriate staff member;
 - Facilitating entry into social model detox;
 - Coordinates with Admissions to facilitate entry into detox and assessment scheduling.
6. Creates "client profiles" via LS.
7. Supervises clients during emergency evacuations, ensuring proper documentation is retrieved and/or documented in accordance with policies 05-002 and 05-013.
8. Facilitates drug testing and breathalyzer.

Medication Functions:

1. Must complete required training and supervisor approval for assignment to medication responsibility.
2. Accounts for all medications while on shift and assumes responsibility for medications.

3. Counts and documents all stored narcotics at beginning and end of shift with incoming/outgoing Mental Health Tech.
4. Allow clients to access their prescribed medication and accurately document these events in the proper medication log.
5. Immediately notifies primary counselor, RN, Clinical Director and/or Executive Director if client fails to take medication as prescribed.
6. Documents all actions in LS and medication log.
7. Measures and records vitals for all clients in detox program every 4 hours in individual client records.
8. Records vital signs, COWS, CIWA, self-medication and behavior in LS "chart note" every 4 hours.
9. Follows policy and procedures when client does not fall within parameters. (See policy 03-D004 Client Vital Signs)

Internal Contacts:

This position interacts with all treatment staff, consultants and management.

External Contacts:

This position interacts with the Justice System, Parole & Probation, Community Resource Centers, other Treatment Centers, Family Services, Attorneys, and families of clients.

Qualifications:

1. Must demonstrate the ability and willingness to work as a team member.
2. Ability to read, write and speak English.
3. Experience with Microsoft Word, spreadsheet software, internet and e-mail.
4. Must exhibit strong multitask and organizational skills.
5. Willingness to be flexible with work schedule to accommodate program/client needs.
6. Service oriented.

Physical Requirements:

- Sit: Must be able to remain in a stationary position for extended periods of time.
- Standing: Particularly for small periods of time.
- Walking: Moving about on foot to accomplish tasks.
- Climbing: Occasionally ascends/descends stairwells.
- Light work: Occasionally lifting up to 20lbs in regards to client belongings.
- Talk/Hear: Expresses or exchanges ideas with staff. Accurately communicates with staff and outside agencies.
- Use of hands/fingers: Regularly operates computer equipment, such as computer, copy machine, telephone. Often inspects files, paperwork & reports.

Working Conditions:

1. Reports to work the required amount of hours per week and on an as needed basis.
2. Must be responsive to program concerns/emergencies.

Bristlecone assures that anyone who applies for employment or accepts employment with this agency will not be discriminated against because of race, color, sex, religion, physical handicap, national origin, political affiliation or marital status. This is in conjunction with Bristlecone Affirmative Action Plan.

Employees are allowed access to their personnel file upon request to the Human Resources Manager, Supervisor and Director.

I have read and understand all aspects of this job description. By signing this description I am acknowledging my job duties and responsibilities.

Employee Signature

Date

Employee Print Name

Human Resources

Date