

Behavioral Health Technician

Status: Non Exempt

Department: Residential

Compensation Grade: \$20 - \$29.40

Job Summary:

The Behavioral Health Technician (BHT) plays a vital role in maintaining a safe, structured, and supportive residential treatment environment. BHTs provide case management services, enforce program norms, ensure patient safety, support clinical and administrative procedures, and assist patients in navigating their recovery journey. Duties include intake, detox monitoring, medication observation, documentation, transportation, and patient engagement. BHTs are responsible for upholding residential rules, handling emergencies per protocol, and supporting each patient's treatment plan with professionalism and empathy. BHTs wear scrubs, non-slip closed-toe shoes, and a company badge while on duty.

Reports to / Supervision Received:

1. Manager: Residential Services Manager
2. Direct Supervisor: Residential Services Manager
3. Indirect Reporting Relationship: Program Manager, Program Director, SLE Coordinator, Quality Assurance, Clinical Department, Operations Department

Essential Functions:

- Conduct intakes, orientations, room assignments, and property searches
- Administer UAs, track results, and document using lab interface systems
- Monitor detox symptoms, complete CIWA assessments, take vitals, and conduct 72-hour checks
- Support medication management (count, document, observe self-administration, and track refills)
- Implement patient policies related to phones, passes, visitors, and grievances
- Facilitate daily routines including groups, walks, meals, chores, and life skills activities
- Provide transportation for appointments, meetings, and transitions of care
- Complete discharge procedures, including documentation and turnover tasks
- Ensure facility cleanliness and conduct room, perimeter, and contraband checks
- Respond to emergencies (e.g., overdose, suicide ideation, violence) using proper protocols
- Practice HIPAA compliance and document in the Electronic Health Record (EHR)
- Utilize motivational interviewing and de-escalation techniques with patients in crisis
- Uphold professional boundaries and ARS ethical standards

Knowledge, Skill and Experience:

- High School Diploma, GED, or higher
- Valid Driver's License; clean driving record
- Ability to lift 50 lbs and work flexible shifts, including weekends

- Current CPR/First Aid certification, negative TB test, and physician health clearance
- Experience working with substance use and co-occurring populations preferred
Knowledge of Social Model Recovery, therapeutic communities, and correctional cultures preferred
- Must be able to pass a background check and (preferred) obtain CDCR clearance

Benefits

All employees of Archway Recovery Services will be supplied with ADP's 401k service. This can be accessed at mykplan.org with group number 032003 or by calling (800) 695-7526.

If you are working 30 hours a week consistently and following your first 30 days of employment will qualify for employee health, dental benefits and vision benefits through our Employee Support and Benefit Plan.

Paid Sick Leave

Employees who have worked in California for the same employer for 30 or more days are entitled to 40 hours of paid sick time. However, employees are not eligible to take paid sick time until they have worked for 90 days from their date of hire. At this time, all 40 hours will be available at once and therefore will not be on an accrual basis. Sick leave is not a vested benefit, and unused sick leave is not paid out at termination.

Full Time Vacation Accrual Program			
Length of Service	Rate (biweekly award)	Annual Award Max	Max Carryover
Date of hire - 3rd year	3.08 hours	80 hours	120 hours
4th year - 9th year	4.62 hours	120 hours	180 hours
10th year and beyond	6.15 hours	160 hours	240 hours



ARCHWAY
RECOVERY SERVICES

Behavioral Health Technician Physical Job Description

Name: _____

Signature: _____

(Hours per day)	0 HOURS	UP TO 3 HOURS	3-6 HOURS	6-8+ HOURS
Sitting	☐	☒	☐	☐
Walking	☐	☐	☐	☒
Standing	☐	☐	☐	☒
Bending neck)	☐	☐	☒	☐
Bending (waist)	☐	☒	☐	☐
Squatting	☐	☒	☐	☐
Climbing	☒	☐	☐	☐
Kneeling	☐	☒	☐	☐
Crawling	☐	☒	☐	☐
Twisting (neck)	☐	☐	☒	☐
Twisting (waist)	☐	☐	☒	☐
Dominant Hand: Please identify	Right	☐	Left	☐
Repetitive use of hand	☐	☐	☐	☒
Simple Grasping (right hand)	☐	☐	☐	☒
Simple Grasping (left hand)	☐	☐	☐	☒
Power Grasping (right hand)	☐	☒	☐	☐
Power Grasping (left hand)	☐	☒	☐	☐
Fine Manipulation (right hand)	☐	☐	☒	☐
Fine Manipulation (left hand)	☐	☐	☒	☐
Pushing & Pulling (right hand)	☐	☒	☐	☐
Pushing & Pulling (left hand)	☐	☒	☐	☐
Reaching (above shoulder level)	☐	☒	☐	☐
Reaching (below shopulder level)	☐	☒	☐	☐
Keyboarding with both hands	☐	☐	☐	☒
LIFTING				
	0 HRS	UP TO 3 HRS	3-6 HRS	6-8+ HRS
0-10 lbs	☐	☐	☐	☒
11-25 lbs	☐	☐	☒	☐
26-50 lbs	☐	☒	☐	☐
51-75 lbs	☒	☐	☐	☐
76-100 lbs	☒	☐	☐	☐
100+ lbs	☒	☐	☐	☐
CARRYING				
	0 HRS	UP TO 3 HRS	3-6 HRS	6-8+ HRS
0-10 lbs	☐	☐	☐	☒
11-25 lbs	☐	☐	☒	☐
26-50 lbs	☐	☒	☐	☐
51-75 lbs	☒	☐	☐	☐
76-100 lbs	☒	☐	☐	☐
100+ lbs	☒	☐	☐	☐

