



## **Behavioral Health Tech Job Summary**

**Pay:** \$17.50 - \$22 per hour

### **Job description:**

Wayside's Inpatient Treatment Centers provide residential treatment that takes a holistic approach to recovery. Our services include coordinated behavioral/physical health care tailored to each woman's medical needs and treatment history. Here at Wayside, we provide continuing care and supportive services. Wayside employees help our clients to understand their alcohol or substance use and develop healthy coping skills. We support women in their journey to break the risk of generational transmission. Women involved in the child protection system receive support for reunification. Our goal is to empower women to break the cycle of addiction and trauma.

**Shift:** We are looking for Full Time and Part time employees to work the following shifts at both locations in Saint Louis Park and Minneapolis.

- Days
- Evenings
- Overnights
- Weekend shifts
- On-Call

### **Responsibilities & Essential Functions:**

- Model behavior that is supportive to people in recovery from substance use disorder.
- Be available to clients seeking guidance or support.
- Respond appropriately to identify needs.
- Set boundaries with clients and educate them about facility rules.
- Supervise client activities.
- Respond to emergencies and effectively manage crisis.
- Record client data and information accordingly.
- Ensure all essential tasks are completed accurately and efficiently.
- Attend medication administration training to pass meds with RN approval.
- Administer medication when working as the med key holder.
- Collect urine specimens for drug screens and use breathalyzer, document findings.
- Complete admission and discharge procedures with clients.
- Chart and document necessary client information in EHR system.
- Uphold ethical standards of the program and reliable attendance.
- Maintain confidential client records.
- Perform routine support tasks: filing, photocopying, and answering telephone calls.



- Transport clients to and from appointments, intake pickups, discharge drop-offs, etc as needed.
- Ensure all passengers in the vehicle are compliant, safe and non-volatile.
- Plan work tasks to coincide with programming requirements.
- Set priorities in monitoring clients, making rounds, documentation of pertinent information and completion of other assignments.
- Encourage clients to achieve their goals by functioning as a positive role model.
- Participate in client recreational activities with a positive attitude.
- Assist in food preparation, and household cleaning duties as needed.
- Punctual in reporting for work and shift change reports.
- Regular and punctual attendance is considered an essential function of this role.
- Maintain the buildings cleanliness.
- Prepare rooms for new and discharged clients.
- Perform additional duties as assigned.

### **Qualifications & Skills**

- Must be 18 years or older.
- Excellent communication and interpersonal skills.
- Organizational and excellent computer skills essential.
- Strong attention to detail.
- Ability to work on multiple tasks.
- Ability to relate to women of diverse economic and cultural backgrounds.
- Be able to demonstrate an ability to be responsive in an effective manner.
- Have a valid driver's license with a good driving record and must pass MVR.
- CPR certification, or be willing to get certified.
- Pass a background study through the MN DHS.
- No DUIs in last three years; No more than three moving violations/accidents.

### **Education & Experience**

- High School Diploma or GED
- Experience with mental health preferred.
- Experience working with families or pregnant and parenting women preferred.
- Experience working in a 24-hour behavioral setting preferred.
- Knowledge and experience with Outlook, Word, and Excel.

### **Physical Requirements**

- Must be able to lift 25 lbs.
- Must be able to climb stairs.



**Job Type:** Full-time benefit eligible or part time non benefit eligible

**Benefits:**

**Retirement plan-** Employees who are 18+ years old and work at least 20 hours per week are eligible to participate upon hire and eligible for the 4% match after 1 year of employment and must be 21+ years old and work 1000 hours in the calendar year

- 403(b)
- 403(b) matching- employer match (4% match eligible after 1 year of employment and 21+ years old and work at least 1000 hours in the calendar year)

**Benefits- Full-time employees working 30 hours or more per week are eligible to enroll**

- Health insurance -a portion of the premium is paid by the employer
  - Dental insurance-paid 100% by the employee
  - Vision insurance-paid 100% by the employee
  - Life insurance 50K -Paid by Wayside for all full time employees
  - Disability insurance, STD and LTD -Paid by Wayside for all full time employees
- Voluntary Life, Hospital, Accident and Critical illness- paid 100% by the employee

**PTO**

- Paid time off for full time employees and Sick and Safe time for part time employees
  - Paid training
  - Student loan forgiveness through the Public Service Loan Forgiveness program
- People with a criminal record are encouraged to apply.

**Work Location:** This is an in-person position. Hybrid/remote work is not offered for this role.

[Click here to Apply](#)