

Job Description

Title: Psychiatric Technician (Full Time)

Reports To: Manager of Support Services

Hours: Monday- Friday. Also provides coverage for holiday, vacation, and emergency shift coverage shared among team as available.

Salary range: \$14-16 an hours based on experience.

All employees are expected to support the mission of The Women's Home "to help women in crisis regain their self-esteem and dignity, empowering them to return to society as productive, self-sufficient individuals". This is accomplished in many practical ways and by expressing in everyday work behavior our core values: Dignity – Respect for the worth of every person; Integrity – Honesty, justice, consistency and ethical practice in all relationships; Inclusiveness – Diversity in those we serve, our staff and leadership; Stewardship – Wise use of talents and resources in the service of others; and Holistic Growth – Empowering individuals to adapt creatively to changes in life. Through honoring these core values we seek to work harmoniously with staff, clients, donors, and the community by maintaining emotional control and diplomacy during all interactions and by communicating verbally and non-verbally in an articulate and professional manner.

Position Summary: This position is responsible for supervising residents to ensure their safety and providing an atmosphere conducive to rehabilitation. Their primary, but not exclusive focus, are residents enrolled in intensive phase of programming.

General Responsibilities:

Supervise the day-to-day activities, tasks and behaviors of residents, so to provide an atmosphere conducive to rehabilitation. Supervision will include, but is not limited to the management of medication needs (over-the-counter & prescribed medications), supervision of program duties, addressing emergency needs, and ensuring compliance to program rules and safety regulations/standards, General supervision of clients in the Life Learning Center, Escort residents to off-site appointments and recreational activities, Attend to client transportation needs which includes transporting residents in van and ordering cab as needed, Enforce policies outlined in Client Handbook, Offer supportive listening and feedback when resident is in mental/emotional distress, Maintain visibility by interacting with residents at all times, Assist with conflict resolution and problem solving, if appropriate, Remain with residents during entire shift, Supervise client visitation process, Conduct drug tests and random room, locker and bag searches as needed, Other duties as assigned by the Manager of Support Services. Work at all other program locations as needed and available.

Working Conditions

Staff is based at Life Learning Center. However, is often mobile to escort residents to meetings, appointments and various outings, Staff will have access to a desk, access to a computer and other standard office equipment (e.g., copier, fax, etc.), Staff must be able to handle frequent walking inside the building, and inside the grounds of the residential area, Staff must be able to walk up one flight of stairs, Occasional lifting, Staff must be able to lift 15 – 20 pounds.

Qualifications

High School diploma; however Bachelor's degree preferred in Human Services or health care related field, Experience with substance abuse and/or mental illness, Valid Texas Driver's license with no outstanding warrants or tickets, Mature person capable of making sound decisions and effectively carrying them out in the absence of specific directives, Demonstrate a willingness to extend herself to the residents as needed, Willing to confer with supervisor when needed, Have ability to set and maintain good boundaries with the residents, No criminal background or history.