

# Human Service Tech Evening Shift (FT/PT)

Department: **Short Term Residential**

Reports To: **Program Director/HST Supervisor**

FLSA Status: **Non-Exempt**



## Job Description

The Human Service Technician (HST) observes, guides, redirects and assists residents in learning and practicing new behaviors, including responsibility with assignments and chores. This position ensures a clean and safe environment for clients and staff, communicates with all staff on the status of residents. The techs document observations of residents and assure compliance with house and program rules/procedures.

## Roles & Responsibilities

### Human Service Tech/Client Services:

- The Human Service Tech will complete intakes with new client admissions, including completion of all proper documentation, searching and orienting of the new clients.
- May assist with client discharges/inventory of items, as requested by the clinician/program director. The HST may also assist in the client referral process.
- The Human Service Tech may, at times, prepare/serve meals and supervise cleanup as requested by the supervisor/program director.
- The HST conducts regular/situational room/chore checks/searches with access of the facility. The HST may perform pat searches and drug screens.
- All staff must remain awake for the duration of their shift, including overnights.
- Transport/schedule clients to on-going appointments and meetings while in treatment.
- The HST has the authority to provide suggested interventions for inappropriate/unacceptable behaviors by helping residents identify what s/he needs and new ways of handling the situation and/or assigning homework related to the behavior with a follow up to the client's therapist.
- The Human Service Tech may play games/cards/creative activities with clients, when appropriate.
- The HST conducts lecture; either a facility created lecture or a planned/approved (by supervisor/program director) lecture.
- The HST is responsible for supervising community meetings, whether inhouse or an outside meeting.

### Medication Aide

- The Human Service Tech completes new patient admissions/discharges and proper documentation of medication. The HST observes and records client's self-administration of medication.
- The HST monitors vital signs and mental status functioning of individuals in detox and in the STR program daily.

### Record keeping:

- The Human Service Tech identifies/documents changes in clients affect and behavior through shift notes in the E.H.R system, and notifies other staff as needed.

### Other Requirements

- Per policy & procedure, all staff are strongly encouraged to obtain an annual flu shot.
- Will successfully complete background checks/references, and must comply with Agency policies and procedures, including those regarding conduct, confidentiality, and record keeping.
- Must have a valid Nebraska driver's license and an insurable driving record and must be at least 21 years of age.
- If in substance abuse recovery, a minimum of two years continuous sobriety/"clean time" is required.
- Willing to work: days, evenings, weekends, and holidays.

Education and/or Experience Two years of coursework in a human services field and/or two years of experience/training OR two years of lived recovery experience with demonstrated skills and competencies in treatment with individuals with a behavioral health diagnoses. Bachelor's Degree or higher in psychology, sociology or a related human service field is preferred.

Knowledge, Skills and Abilities (Competencies) To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Knowledge, Skills and Abilities

(Competencies) requirements are listed below: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The Human Service Technician has the ability to type, file, photocopy, scan and upload documents, shred and organize files as required, with the ability to answer a multi-line phone system in a professional manner and direct callers appropriately. The HST possesses basic computer knowledge to navigate email, spreadsheets, and the agency E.H.R system
- Knowledge and understanding of 42 CFR confidentiality laws regarding management of records is required., as well as knowledge of substance abuse and the recovery process.
- Must have the ability to connect, influence and relate to people through assertive communication, empathetic listening and conflict resolution skills. The HST responds calmly in highly emotional situations and shows evidence of unconditional acceptance of each resident.
- The HST must be able to at maintain boundaries with clients, and must possess emotional intelligence skills.
- The Human Service Technician will have knowledge of the agency policies and procedures, with the ability to understand and implement the agency P&P expectations.

Job Types: **Full-time, Part-time**

Pay: **\$16.00 - \$18.50 per hour**

**Benefits:** • 401(k) • 401(k) matching • Dental insurance • Employee assistance program • Flexible spending account • Health insurance • Health savings account • Life insurance • Paid time off • Retirement plan • Vision insurance

**Schedule:** • Evening shift • Weekends as needed

**License/Certification:** • Driver's License (Preferred)

**Work Location:** In person