



Example of Mental Health Tech Job Description

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Our innovative and growing company is searching for experienced candidates for the position of mental health tech. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for mental health tech

- Answers telephone in a timely manner and directs the caller to the appropriate department or employee
- Mandatory Child Abuse Reporting – APS- IA & NE
- First Aid – PRTF only
- Observes patient status while performing activities of daily living
- Updates RN regarding observations and concerns in a timely manner
- Documents accurately in data collection
- Follows plan of care as outlined and directed by RN
- Prioritizes patient care activities based on patient needs/schedule
- Assists in admission/discharge/transfer process
- Will perform assigned task by RN

Qualifications for mental health tech

- Ability to interpret Medicare and other regulatory guidelines
- High school diploma/GED required with post high school education preferred
- Prior health care experience preferably in an acute behavioral setting preferred
- Of motion
- Populate and maintain a computerized database which will contain the listing of all units within the HQ organization and identify the number of service members assigned to each unit/Directorate in order to compile monthly

