

## BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Health Care Tech 1	B	2	1	Non-Exempt
<b>POSITION TITLE:</b> DTC UDS Monitor		<b>POSITION#:</b>		
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised		<b>Date:</b>		
<b>SERVICE TYPE:</b>		Non Represented		
<b>Employee Name:</b>		<b>Department:</b> Health Department	<b>Supervisor:</b>	Behavioral Health Services Manager
<b>FTE:</b> Less than .49	<b>Employment Status:</b> TEMPORARY			

### Position Summary:

Perform drug and alcohol sample collections, records management, and data entry for individuals with serious and persistent mental illness as part of a care team. Services are provided under the oversight of a Qualified Mental Health Professional.

### Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	<b>MFA:</b> Substance Use Testing <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Conduct substance use testing in accordance with Benton County Policies and Procedures including obtaining samples, and preparing samples for testing, and ensuring chain of custody procedures are observed at all times.</li> <li>Fill out all required paperwork and logs associated with the client's substance use test.</li> <li>Prepare samples for pick-up and shipment in accordance with established protocols and procedures.</li> </ul>	50%
2	<b>MFA:</b> Client Services <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Greet clients and treat them with respect when they present for testing. Accompany clients from the waiting area to the drug testing location.</li> <li>Maintain positive working relationships with Benton County team and staff, as well as persons, agencies, and other entities with whom Benton County has a working relationship.</li> <li>Ability to treat confidential information with appropriate discretion.</li> </ul>	30%
3	<b>MFA:</b> Client Services Support and Documentation <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Document all services related to service delivery according to record keeping guidelines including Urinalysis Drug Screen (UDS) log, progress notes, receipts, and responses to requests from community partners.</li> <li>Report any notable information to Benton County clinical or supervisory staff and/or management, including any behavioral problems that may arise.</li> <li>Ensure appropriate documentation of any instances requiring reports to clinical or supervisory staff.</li> <li>Take note of UDS inventory and report supply needs to Drug Treatment Court Customer Service Representative.</li> </ul>	20%
4	<b>Other duties as assigned.</b>	
<b>Percentages should total 100%</b>		<b>100%</b>

### Special Requirements:

Driver License

Bi-Lingual preferred

Due to this position requiring private interactions with clients, this position is required to match the gender identity of the client population it is serving

### Physical Requirements:

#### Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, move, talk, hear, and manipulate equipment, as well as lifting and moving objects, equipment and supplies. The employee must occasionally lift and/or move up to 25 pounds. Lifting up to 40-50 pounds may occasionally be required, depending on the specific style or type of care provided. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

#### Working Environment:

The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate. Constantly interacts with other people and may have to handle several responsibilities at once. The position is 0.49 FTE, however the employee must be available to work every day of the week. **Check the following that applies to this position:** The employee may occasionally:  work with angry or hostile clients or members of the public,  work with toxic substances and biohazards, and  exposure to infectious illnesses.

### Emergency Preparedness:

Benton County is committed to emergency preparedness planning and implementation, and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances. These responsibilities could include unscheduled temporary changes in work schedule and/or work duties, including evenings and weekends, work relocation, overtime, working with other community agencies such as the local Fire Department, hospitals, the Red Cross and other emergency responders. The ability to be flexible is critical in our overall response to the emergency or disaster. Under Emergency situations this position may be called in to work, supporting Administration in regular duties or other work as assigned. Per County personnel policy, this position may be included in the agency's essential personnel for emergency/disaster response.

### Quality Improvement Participation:

Employees are expected to participate in improving BHS' performance, processes, and programs through quality improvement activities, use of the PDSA model and participating on QI teams as assigned.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.