

Behavioral Health Technician

Program: Men's Residential Treatment Program

Pay: \$17.00–\$18.00 per hour

Status: Part-Time, Non-Exempt

Schedule: Variable (Days, Afternoons, Evenings, Weekends, Holidays)

Reports To: Men's Program Coordinator

Work Location: In Person

Organization Overview

Established in 1968, **Westminster Rescue Mission (WRM)** is a Christ-centered organization providing clinical, physical, and spiritual resources to heal the addicted and feed the hungry. WRM serves Carroll County and surrounding communities through a holistic approach grounded in faith.

The **Addiction Healing Center (AHC)** is a long-term, residential, faith-based treatment program for men focused on recovery, structure, and restoration.

Position Summary

The Client Care Coordinator / Certified Medication Technician (CMT) provides direct client support and safe medication administration within the Men's Residential Treatment Program. This role works closely with Peer Recovery Coaches (PRCs) and program leadership to ensure clients receive appropriate care, structure, accountability, and support as they work toward sober, independent living. This position plays a key role in maintaining a safe, structured, and Christ-centered environment while supporting the daily operations and mission of Westminster Rescue Mission.

Key Responsibilities

Client Care & Program Support

- Serve as direct client support and assist Peer Recovery Coaches with residential client care.
- Support clients through completion of program curriculum, workstation assignments, personal goals, and recovery plans.
- Train and assist clients at assigned workstations and participate in Mission operations alongside clients as needed.
- Maintain order within the Mission and enforce program policies, rules of conduct, and disciplinary measures appropriately.
- Ensure the safety, security, and cleanliness of the facility while fostering a welcoming, Christ-centered environment.
- Communicate regularly with PRCs and program leadership regarding client progress, concerns, and operational needs.
- Assist with problem-solving and resolve conflicts in a timely, respectful, and straightforward manner.
- Participate in team meetings, staff meetings, and planning retreats as required.
- Ensure all shift responsibilities are completed and properly communicated.

Medication Administration (CMT)

- Prepare and administer medications as prescribed by physicians in accordance with state regulations and Mission policies.
- Monitor and document medication administration accurately and completely.
- Maintain medication storage, labeling, inventory, and disposal in compliance with safety standards.
- Administer PRN medications per policy and regulatory requirements.
- Take and record vital signs as required by medication protocols.
- Notify appropriate licensed staff of any changes in client condition.
- Maintain strict confidentiality of all client medical and personal information.

Documentation

- Complete daily end-of-shift email documentation detailing client progress, workstation performance, meetings, participation in Christian activities, and overall contributions to the Mission.

Qualifications & Skills

- **Current Maryland Certified Medication Technician (CMT) certification (required)**
- CPR/First Aid certification required
- Must be in personal recovery for at least 2 years
- High school diploma or GED required
- Minimum of one (1) year of related experience preferred
- Strong verbal and written communication skills
- Demonstrated leadership, compassion, good judgment, and professionalism
- Ability to work independently and collaboratively as part of a team
- Strong organizational, time-management, and problem-solving skills
- Proficiency with computer systems and documentation (email, basic software)
- Commitment to confidentiality, integrity, and respectful treatment of all individuals
- Willingness to receive ongoing training in addiction treatment, counseling, and community resources
- Willingness to work a flexible schedule

Physical Requirements

- Frequent standing, walking, bending, lifting, pushing, pulling, kneeling, and crouching
- Ability to lift up to **50 pounds**

Compensation & Benefits

- Competitive hourly rate: **\$17.00–\$18.00 per hour**
- Paid Time Off
- Retirement Plan (including 2% employer contribution to SIMPLE IRA)
- Paid Holidays
- Sick & Safe Leave
- Life Insurance

- Employee Assistance Program

Equal Opportunity Employer: Westminster Rescue Mission (WRM) will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. WRM will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin.