



National Guidelines for Apprenticeship Standards
Behavioral Health Technician



District 1199C Training & Upgrading Fund
One South Broad Street, 6th Floor, Philadelphia, PA 19107
Tel: 215-568-2220
www.1199ctraining.org

©1199C Training and Upgrading Fund 2024. All rights reserved.

Behavioral Health Technician

Job Description:

Care for individuals with mental or emotional conditions or disabilities, following the instructions of physicians or other health practitioners. Monitor patients’ physical and emotional well-being and report to medical staff. May participate in rehabilitation and treatment programs, help with personal hygiene, and administer oral or injectable medications.

Appendix A-1: Work Process Schedule

O*NET-SOC CODE: 29-2053.00 RAPIDS CODE: 0569HY

1. Examine patients to assess general physical condition.	Approximate Hours
A. Take and record measures of patients’ physical condition, using devices such as thermometers or blood pressure gauges.	100 - 200
Total Hours	100 - 200
2. Operate diagnostic or therapeutic medical instruments or equipment.	Approximate Hours
A. Take and record measures of patients’ physical condition, using devices such as thermometers or blood pressure gauges.	75 - 150
Total Hours	75 - 150
3. Record patient medical histories.	Approximate Hours
A. Take and record measures of patients’ physical condition, using devices such as thermometers or blood pressure gauges.	75 - 150
Total Hours	75 - 150
4. Inform medical professionals regarding patient conditions and care.	Approximate Hours
A. Monitor patients’ physical and emotional well-being and report unusual behavior or physical ailments to medical staff.	100 - 200
Total Hours	100 - 200
5. Care for patients with mental illnesses.	Approximate Hours
A. Provide nursing, psychiatric, or personal care to mentally ill, emotionally disturbed, or mentally retarded patients.	75 - 150
B. Collaborate with or assist doctors, psychologists, or rehabilitation therapists in working with mentally ill, emotionally disturbed, or developmentally disabled patients to treat, rehabilitate, and return patients to the community.	75 - 150
Total Hours	150 - 300

6. Treat patients using psychological therapies.	Approximate Hours
A. Provide nursing, psychiatric, or personal care to mentally ill, emotionally disturbed, or mentally retarded patients.	75 - 150
B. Lead prescribed individual or group therapy sessions as part of specific therapeutic procedures.	75 - 150
Total Hours	150 - 300

7. Administer intravenous medications.	Approximate Hours
A. Administer oral medications or hypodermic injections, following physician's prescriptions and hospital procedures.	100 - 200
Total Hours	100 - 200

8. Administer non-intravenous medications.	Approximate Hours
A. Administer oral medications or hypodermic injections, following physician's prescriptions and hospital procedures.	75 - 150
Total Hours	75 - 150

9. Interact with patients to build rapport or provide emotional support.	Approximate Hours
A. Observe and influence patients' behavior, communicating and interacting with them and teaching, counseling, or befriending them.	75 - 150
Total Hours	75 - 150

10. Maintain inventory of medical supplies or equipment.	Approximate Hours
A. Issue medications from dispensary and maintain records in accordance with specified procedures.	100 - 200
Total Hours	100 - 200

11. Maintain medical facility records.	Approximate Hours
A. Issue medications from dispensary and maintain records in accordance with specified procedures.	75 - 150
Total Hours	75 - 150

12. Assist patients with hygiene or daily living activities.	Approximate Hours
A. Aid patients in performing tasks, such as bathing or keeping beds, clothing, or living areas clean.	75 - 150
Total Hours	75 - 150

13. Assist healthcare practitioners during examinations or treatments.	Approximate Hours
A. Collaborate with or assist doctors, psychologists, or rehabilitation therapists in working with mentally ill, emotionally disturbed, or developmentally disabled patients to treat, rehabilitate, and return patients to the community.	100 - 200
Total Hours	100 - 200
14. Collaborate with healthcare professionals to plan or provide treatment.	Approximate Hours
A. Collaborate with or assist doctors, psychologists, or rehabilitation therapists in working with mentally ill, emotionally disturbed, or developmentally disabled patients to treat, rehabilitate, and return patients to the community.	100 - 200
Total Hours	100 - 200
15. Encourage patients or clients to develop life skills.	Approximate Hours
A. Encourage patients to develop work skills and to participate in social, recreational, or other therapeutic activities that enhance interpersonal skills or develop social relationships.	50 - 100
Total Hours	50 - 100
16. Position patients for treatment or examination.	Approximate Hours
A. Restrain violent, potentially violent, or suicidal patients by verbal or physical means as required.	100 - 200
Total Hours	100 - 200
17. Train medical providers.	Approximate Hours
A. Train or instruct new employees on procedures to follow with psychiatric patients.	75 - 150
Total Hours	75 - 150
18. Teach health management classes.	Approximate Hours
A. Develop or teach strategies to promote client wellness and independence.	75 - 150
Total Hours	75 - 150
19. Collect medical information from patients, family members, or other medical professionals.	Approximate Hours
A. Interview new patients to complete admission forms, to assess their mental health status, or to obtain their mental health and treatment history.	100 - 200
Total Hours	100 - 200

20. Move patients to or from treatment areas.	Approximate Hours
A. Escort patients to medical appointments.	125 - 250
Total Hours	125 - 250
21. Perform clerical work in medical settings.	Approximate Hours
A. Contact patients' relatives to arrange family conferences.	125 - 250
Total Hours	125 - 250
Grand Total Hours	2,000 - 4,000

Appendix A-2: Related Technical Instruction

O*NET-SOC CODE: 29-2053.00 RAPIDS CODE: 0569HY

Class Number	Class Name	Credits	Hours
ALHT280	<p>MENTAL HEALTH FIRST AID CERTIFICATION</p> <p>This certification course presents an overview of mental illness and substance use disorders in the U.S. and introduces participants to risk factors and warning signs of mental health problems, builds understanding of their impact, and overviews common treatments. Those who take the full course to certify as Mental Health First Aiders learn a 5-step action plan encompassing the skills, resources and knowledge to help an individual in crisis connect with appropriate professional, peer, social, and self-help care.</p> <p>COURSE OBJECTIVES:</p> <p>Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> Describe the potential risk factors and warning signs for a range of mental health problems, including: depression, anxiety/trauma, psychosis and psychotic disorders, substance use disorders, and self-injury Use a 5-step action plan to help an individual in crisis connect with appropriate professional help Interpret the prevalence of various mental health disorders in the U.S. and the need for reduced negative attitudes in their communities. Apply knowledge of the appropriate professional, peer, social, and self-help resources available to help someone with a mental health problem treat and manage the problem and achieve recovery. Assess their own views and feelings about mental health problems and disorders. 	3	45
BEHT101	<p>INTRODUCTION TO BEHAVIORAL HEALTH</p> <p>In this course, students will explore the field of behavioral health and human services, including the public perception of mental illnesses, such as depression and personality disorders; stress and anxiety; substance abuse; as well as the value of early intervention/ treatment. The historical evolution of this field is examined to trace how treatment options have progressed. Ethical and legal responsibilities are emphasized to ensure a complete understanding of the expectations of the field.</p> <p>COURSE OBJECTIVES:</p> <p>Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> Define the difference between Mental Health and Mental Retardation Identify and define the various roles of mental health workers Identify various mental health settings Define the common treatment modalities Clarify the role of managed care in mental health Critically Think about the future of mental health 	3	45

Class Number	Class Name	Credits	Hours
BEHT107	<p>MENTAL DISORDERS</p> <p>In this course, students will study a broad range of mental health disorders, examining each from multiple dimensions, including classification, diagnosis, therapeutic responses, and support opportunities through institutional resources. Students will study the brain and its biological basis for human behavior, and its impact on a variety of disorders. Disorders that will be discussed include: Personality Disorders, Anxiety and Somatoform Disorders, Dissociative Disorders, Mood and Psychotic Disorders, and Substance Related Disorders. The course explores various perspectives on mental health and how they influence treatment.</p> <p>COURSE OBJECTIVES:</p> <p>Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Describe the nature of abnormal behavior and mental illness. • Delineate the process of assessing such behavior and the most commonly used system for classifying psychological disorders. • Discuss several different theoretical perspectives on psychological disorders. • Explain the research methods used and research findings on various psychological disorders. • Identify the causes and symptoms of various psychological disorders. • Detail effective treatment approaches to different psychological disorders. • Describe the legal issues relevant to mental illness and abnormal behavior. 	3	45
BEHT113	<p>GROUP DYNAMICS (3 CREDITS)</p> <p>In this course, students will study the principles underlying group interaction in social situations as well as in professional leadership and supervisory group situations. The students learn the major theoretical approaches to group counseling and also participates in group counseling sessions on issues presented in a classroom setting. Group Dynamics is designed to provide prospective counselors with an academic and personal understanding of the principles of leadership, membership, and development in groups, including an awareness of how one's psychological and social styles affect personal and professional behavior in group settings.</p> <p>COURSE OBJECTIVES:</p> <p>Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Describe the principles of group dynamics, including group process components, developmental stage theories, group members' roles and behaviors, and therapeutic factors of group work • Explain group leadership styles and approaches, including characteristics of various types of group leaders and leadership styles • Detail the theories of group counseling, including commonalities, distinguishing characteristics, and pertinent research and literature • Demonstrate group counseling methods, including group counselor orientations and behaviors, appropriate selection criteria and methods, and methods of evaluation of effectiveness • Describe the approaches used for other types of group work, including task groups, psychoeducational groups, and therapy groups • Demonstrate professional preparation standards for group leaders • Detail the ethical and legal considerations related to group work • Recognize personal growth through participation as a group member. 	3	45

Class Number	Class Name	Credits	Hours
BEHT123	<p>TRENDS IN DEVELOPMENTAL DISABILITIES</p> <p>This course addresses health, educational, social, cultural, and economic issues related to developmental disabilities across the life span. Additionally, it will address the latest trends in public policy, legislation, and services that impact these critical issues. Students will explore the role of families and their activism in these evolving trends. Strategies to communicate, collaborate, and cooperate with family and advocates will also include conflict resolution and risk management.</p> <p>COURSE OBJECTIVES:</p> <p>Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Define and classify developmental disabilities • Describe the impact of various disabilities on sexuality, socialization, education, and employment • Recognize the uniqueness of various disabilities and implications for supports and teaching strategies • Develop a training program for a person with specific developmental disability in personal care, home living, social or community skills • Recognize personal and societal biases and misconceptions regarding people with disabilities • Identify major issues families contend with and community supports that are available to assist them • Identify barriers to integrations for individuals with disabilities and the role of the human service support person in overcoming these barriers • Examine ethical dilemmas involved in providing support to people with developmental disabilities 	3	45
BEHT203	<p>COUNSELING THEORIES AND TECHNIQUES</p> <p>In this course, the students are presented an overview of theoretical approaches to counseling, including fundamental concepts, assessment, client and counselor roles, cultural relevance, and intervention strategies/techniques. This course includes roleplaying practice of fundamental counseling response skills.</p> <p>COURSE OBJECTIVES:</p> <p>Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Develop strategies for personal and professional self-evaluation and implications for practice • Delineate theories and models of counseling • Demonstrate ethical and culturally relevant strategies for establishing and maintaining in-person and technology-assisted relationships • Examine counselor characteristics and behavior that influence the counseling process • Demonstrate essential interviewing, counseling, and case conceptualization skills • Detail methods of effectively preparing for and conducting initial assessment meetings • Describe theories and models related to clinical mental health counseling • Examine cultural factors relevant to clinical mental health counseling 	3	45

Class Number	Class Name	Credits	Hours
BEHT215	<p>BEHAVIORAL HEALTH CARE MANAGEMENT</p> <p>Through the analysis of management topics and counseling situations, the student will explore the skills and knowledge needed to be successful in a diverse behavioral healthcare environment. Topics include behavioral healthcare leadership, organizational design as it relates to the uniqueness of these organizations, managing professionals, and diversity in the workplace.</p> <p>COURSE OBJECTIVES:</p> <p>Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Monitor client activities of daily living • Have a working knowledge of mental health terminology • Have a working knowledge of different types of documentation and charting • Observe, report, and document client behaviors • Participate competently on a multidisciplinary team • Display a working knowledge of client behavioral interventions • Demonstrate an awareness of client cultural diversity 	3	45
BEHT217	<p>BEHAVIORAL APPROACHES</p> <p>This course provides students an overview of major theoretical approaches to counseling, including psychoanalytic, person-centered, cognitive-behavioral, and solution-focused theories. Students will begin to develop an understanding of the process for selecting appropriate counseling interventions, consistent with current research standards and parameters.</p> <p>COURSE OBJECTIVES:</p> <p>Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Describe characteristics of an effective counselor • Examine general counseling practice issues and guidelines related to a counselor's behaving ethically, managing values, using power, handling self-disclosure, therapeutically responding to client behavior, and preventing counselor burnout • Explain the basic assumptions about human nature, goals, key concepts, roles of the client and counselor, nature of the therapeutic relationship, and major techniques and procedures' advantages and disadvantages • Compare and contrast the dimensions of theories in the field • Combine complementary elements from different theories in preparation for application to the practice of helping • Formulate and analyze a personal philosophy of counseling 	3	45
BEHT221	<p>RESOLUTION-BASED COUNSELING SKILLS</p> <p>Students will explore the methods used in counseling individuals with a focus on applicability to different client needs in a variety of settings. The relationship between specific theories and their counseling applications will also be assessed. Students will learn the importance of adjusting counseling techniques for various individuals to reflect their diverse backgrounds and ages.</p> <p>COURSE OBJECTIVES:</p> <p>Upon completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Demonstrate competence in effective listening and communication skills • Describe conflict sources • Differentiate various mediation processes • Demonstrate ethical standards of practice 	3	45
	TOTAL	27	405



District 1199C Training & Upgrading Fund

One South Broad Street, 6th Floor, Philadelphia, PA 19107

Tel: 215-568-2220

www.1199ctraining.org



This project has been funded, either wholly or in part, with Federal funds from the Department of Labor, Employment & Training Administration under Contract number, 1605C2-22-C-0007, the contents of this publication do not necessarily reflect the views or policies of the Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement of same by the U.S. Government.