



## **JOB DESCRIPTION**

**JOB TITLE:** Behavioral Health Clinical Coordinator

**JOB CLASS:** Exempt

**CLASSIFICATION TITLE:** Behavioral Health Practitioner

**HOURS of WORK:** 20 per week

### **JOB RESPONSIBILITIES:**

Part-time position working in a multi-disciplinary Federally-Qualified Health Center (FQHC) providing clinical coordination of behavioral health services in collaboration with mental health therapists, psychologists, and medical providers at Open Cities Health Center. This position requires the application of clinical training to triage requests for services while providing administrative support to the department.

### **WORK ACTIVITIES:**

- Manages incoming requests for behavioral health services and prioritizes (triages) appointments using a brief assessment format over the telephone or in person
- Makes treatment recommendations and referrals to services in the community
- Assigns mental health provider to each patient depending on needs of patient
- Assists mental health providers with Diagnostic Assessments by obtaining, processing, and sometimes helping to complete an intake/screening before assignment to therapist
- Assists psychiatric provider by reviewing requests for services, scheduling appointments for the psychiatric provider, and providing general communication to patients requesting refills or who may have questions regarding their medications.
- Provides backup services to the Behavioral Health Consultant when they are occupied with another patient
- Makes referrals for further diagnostic psychological or medical testing as needed
- Provides brief therapeutic interventions as necessary
- Provides crisis intervention and referral for psychiatric hospitalization
- Provides appropriate patient assessment, planning, implementation and evaluation in accordance with acceptable Standards of Care
- Establishes treatment plans for each patient
- As appropriate, communicates with patients, patients' families and others to obtain personal and social information pertinent to the development of adjustment difficulty and to ascertain probable impact on the individual, unit, and community

- Prepares and maintains documentation, records and reports in accordance with clinic, state, and rules and regulations on the Electronic Health Record
- Works in collaboration/consultation with multi-disciplinary team to perform clinical assessments and develop treatment plans within and externally to the clinic
- Participates in team meetings within the behavioral health department
- Completes other duties as may be assigned by the immediate supervisor that are consistent with the responsibilities of the position

### **Supervision**

- Receives assignments and organizational requests regarding day to day responsibilities from the Director of Behavioral Health (primary supervisor)
- Receives requests and assignments from the psychiatric provider regarding patient care needs

### **ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge:** Extensive knowledge of: the etiology of serious mental illness, mental retardation, developmental, and substance abuse disorders and their treatment by a variety of appropriate therapeutic interventions; risk assessment and crisis intervention; and knowledge of community resources.

**Abilities:** To perform the job successfully, the individual should demonstrate the following competencies: 1. Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flow and procedures. 2. Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics. 3. Client Service – Manages difficult or emotional client situations; responds promptly to client needs; solicits client feedback to improve service; responds to requests for service and assistance; meets commitments. 4. Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values. 5. Professionalism- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments. 6. Quantity – Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly. -3- 7. Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent by notifying immediate supervisor of need for coverage; arrives at meetings and appointments on time.

### **QUALIFICATIONS:**

- Minimum BA/BS Degree, but preferably some graduate training in mental health, such as social work, psychology, counseling, marriage and family therapy, or a related subject area.
- This is an unlicensed mental health practitioner position
- Preferred experience in practicum or internship experience giving a diagnostic assessment and providing therapy.

- Interest in working with diverse populations and learning about culture and various forms of culturally appropriate interventions.
- English Language Skills: Must be able to read, write, and speak the English Language in an understandable manner.
- Physical Demands: Must be in good general health and demonstrate emotional stability. Must be able to lift up to and in excess of 25 pounds throughout the workday. Sit, stand, bend, lift, and move intermittently during working hours.
- Working environment: Works in well lighted/ventilated areas. Subject to hostile and emotionally upset residents, family members, etc. Able to learn to work with culturally diverse staff with culturally different styles of communication.
- CPR certification or ability to take and pass a course
- Ability to pass a mantoux test

Jobs offers will be contingent on the successful applicant's proof of authorization to work in the United States and the results of a background check related to the job requirements.

*AA/EEO: Open Cities Health Center is an affirmative action / equal opportunity employer. Open Cities Health Center does not discriminate in employment on the basis of race, color, creed, religion, national origin, sex, marital status, disability, public assistance, age, sexual orientation, or membership on a local human rights commission.*

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I have read and reviewed the job description for the position of Behavioral Health Clinical Specialist. I understand the duties and responsibilities of this job, and agree to perform these functions to the best of my ability.

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Practitioner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Behavioral Health

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date