

## RAPHAEL HEALTH CENTER Job Description

Title: Behavioral Health Consultant	Reports To: Medical Director
Salary Range: \$	Status: Exempt Full Time
Work Location: Raphael Health Center	Date Reviewed: March 2015

### **POSITION SUMMARY**

A Behavioral Health Consultant (BHC) is responsible for providing behavioral healthcare services to include, but are not limited to assessment, diagnosis, brief interventions, referral, case management, consultation and staff education.

### **Required Education, Certification, Experience and Skill:**

Education/Licensure: A qualified candidate must: be a graduate of an accredited Master's program in Social Work, Counseling & Guidance, or Psychology, or an accredited Doctoral program in Psychology and possess an active license in the state of Indiana as a Licensed Clinical Social Worker (LCSW) or Psychologist (LP)

Experience: A qualified candidate will have a minimum of two (2) years of direct clinical experience in outpatient behavioral health services and as a consultant for behavioral health services preferred.

#### Core Work Skills:

- Ability to communicate effectively both written and verbal;
- Skill in establishing and maintaining effective working relationships with patients, co-workers, colleagues and the public;
- Skill in exercising initiative, listening, judgment, discretion, and decision-making to achieve quality patient care;
- Ability to prioritize work assignments, work independently, and perform duties efficiently;
- Understanding of individual socio-economic status and life-style with respect to individual differences; and
- Ability to react calmly and effectively in urgent/emergency situations.

#### Assessment/Evaluation & Diagnosis:

- Knowledge of and skills in assessment and evaluation;
- Knowledge and skills in diagnosis; and
- Skill in preparing and maintaining records, writing reports, and responding to correspondence.

#### Care Planning & Treatment:

- Knowledge and skills in case conceptualization;
- Skill in the formulation of treatment plans and multidisciplinary treatment planning; and
- Knowledge of various forms of psychotherapy i.e., individual, conjoint, group and family.

## **Position Duties and Responsibilities/Standards**

1. Clinical Duties and Responsibilities:
    - Provide on-site integrated availability for crisis triage and intervention for behavioral health;
    - Provide brief, solution-focused behavioral medicine interventions based upon a specific treatment plan. Such care will include an emphasis on education, administration and self-management skills for patients. Proactively delivers comprehensive feedback to referring medical provider in a timely manner.
  2. Clinical Team Involvement
    - Collaborates and co-manages patients' behavioral health care including participating in the treatment planning process whenever applicable, with consistent, expeditious feedback.
  3. Referrals and Follow-up
    - Promotes a smooth interface between primary medical care and specialized behavioral health care throughout RHC as well as with external collaborating organizations.
  4. Consultation Education
    - Provide quality clinical consultation regarding behavioral medicine, behavioral health and substance abuse issues for all ages.
  5. Administrative Duties for the BHP
    - Program Services – routinely provide staff education to foster enhanced utilization of integrated behavioral medicine interventions in primary care settings.
  6. Documentation & Coding - Accurately and timely documents and codes all patient care and tracks all referrals to specialty behavioral health care.
  7. Meeting Attendance: attends and actively participates in all assigned meetings.
  8. Professional Relationships: whenever appropriate, gives his/her best effort to promote favorable working relations with all social service agencies, local hospitals and/or health systems and with the general public.
  8. Professional Development: remaining current and informed of new developments, research and practices within the field of Behavioral Health as well as issues related to Federally Qualified Health Centers.
  9. Continuous Quality Improvement: works with RHC's Quality Committee to insure  
that the quality of all integrated care operations and services is continuously examined through data collection and analysis.
- Exemplify the RHC mission through a personal example of excellent service to patients, visitors and coworkers.
  - Maintain confidentiality in accordance with RHC policy and any other applicable regulatory requirements.
  - Treat patients, visitors and coworkers with respect and dignity
  - Commit to and ensure work is operating in a manner consistent to Raphael Health Center mission
  - Other duties as assigned.

**Supervision:**

No supervisory responsibility

**Physical Requirements:**

The physical, mental and environmental conditions for Scope of Work Responsibilities are specified by the use of F for frequently, O for occasionally, and N for not at all.

PHYSICAL	MENTAL	ENVIRONMENTAL
<p>On the job the employee must:</p> <p>(O) Bend (F) Sit (O) Squat (F) Stand (O) Crawl (F) Walk (O) Climb (O) Push/Pull (O) Kneel (F) Handle objects/manual dexterity (O) Reach above shoulders (F) Fine finger movement ( ) Other</p> <p>Must carry/lift loads of:</p> <p>(F) Light, up to 25 lbs (O) Moderate, 25 – 50 lbs (O) Heavy, over 50 lbs</p>	<p>On the job the employee must be able to:</p> <p>(F) Read and comprehend (F) Write (F) Perform calculations (F) Communicate orally (F) Reason and analyze ( ) Other</p>	<p>On the job the employee:</p> <p>(F) Is exposed to blood body fluids and infectious waste (O) Is exposed to excessive noise (N) Is around heavy machinery (O) Is exposed to marked changes in temperature and/or humidity (O) Is exposed to dust, fumes, gases, radiation, <u>microwave</u> (N) Drives motorized equipment (F) Works in confined quarters ( ) Other</p>

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Employee Signature

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Date