**UPPER GREAT LAKES FAMILY HEALTH CENTER**

JOB DESCRIPTION

Position: Behavioral Health Practitioner Supervised by: CMO/BH Program Manager

FLSA Status: Exempt Supervises: None

Effective Date: 07-22-2014; 03/11/2016

Approved by: \_\_\_\_\_\_HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Revised Date: 3/1/2021

**POSITION SUMMARY:**

The Behavioral Health Practitioner serves as an integral member of the clinical care team. Responsible for providing a full array of behavioral health services to patients from children and adults, including but not limited to screening and assessment, care planning and coordination, and interventions providing brief, focused prevention, treatment, recovery services, and support for patients with persistent illness, within an integrated primary care clinic environment or via telehealth. Additional substance Use Disorder-related services may be provided if the Practitioner has CAADC or MCBAP credentials. ***This position will have a focused patient population of school aged children and will provide care within a school-based health center.***

**POSITION ACCOUNTABILITIES/COMPETENCIES:**

1. Assists the primary care provider in recognizing, assessing, treating and managing behavioral health and psychosocial issues and acts as a contributing member to the integrated health team.
2. Examines, diagnoses, treats and/or refers patients
3. Provides triage, comprehensive assessment, limited on-site psychotherapy, consultation and care monitoring support.
4. Provides limited short-term therapy.
5. Provides patients with self-management skills and educational information so they can be full participants in their own treatment and recovery.
6. Monitors patient progress to achievement of health goals though patient contact and available tools (EHR, chart audits, patient registry)
7. Participates in case management meetings and adjusts patient plan accordingly
8. Maintains clinical expertise and competency (to include age specific competency)
9. Provides direct patient care at a clinic site, outreach locations, or via telehealth, including extended hour clinics, as directed
10. Continually assess the needs of the patient and ascertain the need for necessary enabling services (transportation, prescription, social services, sliding fee scale, etc.)
11. Follows appropriate standards of care for each patient
12. Participates in after-hours phone coverage for UGLFHC patients, if needed
13. Maintains problem-oriented health record for each patient seen in accordance with established Health Information Management policies and procedures.
14. Ensure patient privacy with family/significant others unless proper releases are signed.
15. Participates in specified health promotion, education and/or prevention programs as needed i.e. diabetes collaborative/health fairs etc.; attends and participates in clinic meetings / departmental meetings and other clinic functions as required.
16. Provides timely feedback to care team about the patient’s care, treatment recommendations, and progress via documentation in the client’s record as well as providing verbal feedback.
17. Provides consultation to management and team members about behavioral services and suggested areas of outcome and program evaluation.
18. Assist patients in complying with any medical treatment initiated by the primary care provider.
19. Coordinates behavioral health referrals to specialty care and community services. Follows patients through referral, diagnosis, hospitalization, discharge and the follow-up process
20. Initiates follow-up to ascertain how patients are doing and to determine if any changes in treatment approaches are indicated. Coordinates care and treatment planning with care team as needed
21. Serves as liaison between UGLFHC and area agencies/organizations that serve as referral sources, in collaboration with care team, to assure a seamless coordination of care for patients
22. Trains, mentors, and supervises students, as appropriate.
23. Communicate effectively and professionally with both internal and external constituents
24. Complies with federal and state laws and regulations, including but not limited to HIPAA and CFR 42 part 2.
25. Enhance professional growth and development through participation in educational programs, current literature, organizational communique, in-service meetings, and professional conferences.
26. Attend and participates in meetings and in-services as required and/or assigned
27. Maintain knowledge of established organizational policies and procedures, objectives, performance improvement program, safety, environment of care, management of information, and other standards
28. Supports the UGLFHC mission by “providing exceptional health care services for all people in the Upper Great Lakes region regardless of their ability to pay”.
29. Performs other duties as assigned.

**Education, Training, Licensing and Credentialing**

**Required:**

* Licensed Master Social Worker
* Evidence of basic life support training (BLS), or willingness and ability to obtain prior to, or upon hire

**Preferred:**

* Current Certified Advanced Alcohol and Drug Counselor (CAADC) credential in accordance with the Michigan Certification Board for Addiction Professionals (MCBAP), or eligibility to pursue and willingness to obtain certification.

**Experience and Skills**

**Required:**

* Experience maintaining confidential information and adherence to HIPAA and CFR 42 Part 2
* Typing and computer skills including use of email and documentation in electronic medical record
* If recovering from chemical dependency, a minimum of two years of continuous sobriety immediately preceding the date of hire.

**Preferred:**

* Two-years’ post master’s relevant experience in behavioral health field
* Two-years’ experience working in within a medical clinic
* Experience with tele-medicine
* Knowledge of case management functions and chronic disease model
* Demonstrated experience or understanding of team-based care in a medical home
* Strong understanding of medical terminology and chronic conditions.
* Familiarity in treatment of episodic and chronic BHS/SUD/Medical conditions.
* Experience with solution-focused, brief therapy interventions.
* Experience using motivational interviewing techniques.
* Prior work experience in an FQHC or another integrated clinic environment

**Physical Demands, Working Conditions and Travel Requirements**

**Physical Demands:**

* Occasional standing/walking
* Regular sitting for prolonged periods of time
* Occasional lifting; up to 25 pounds
* Requires continuous performance of detailed tasks, interruptions, and changing work priorities.
* Repetitive motion from performing daily tasks including manual dexterity particularly related to computer usage
* Visual abilities including depth perception, ocular focus, close vision, color vision
* Adequate hearing and visual acuity to perform daily work
* Ability to adjust physically and emotionally to a fast-paced work environment

**Working Conditions:**

* Ability to communicate and respond effectively
* Required to communicate with physicians, patients, families, caregivers, the health care team, and the community
* Contact with patients under a wide variety of circumstances
* Occasionally subject to irregular hours
* Subject to varying and unpredictable situations
* Occasional exposure to infections and contagious diseases in clinic environment
* Environment may contain housekeeping/cleaning agents/chemicals, hazards from electrical/mechanical/power equipment, and biohazards and/or radioactive substances
* Subject to many interruptions

**Travel Requirements:**

* Occasional travel required: local, regional, state, and national
* Occasional regional or national travel for meetings and continuing education requirements

*The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the work. UGLFHC reserves the right to revise or change job duties and responsibilities as the business need arises. Additionally, this job description is not intended as an employment contract, implied or otherwise, and UGLFHC continues to maintain its status as an at-will employer. If essential functions of this position cannot be performed in a satisfactory manner by the employee, reasonable accommodations may be made*

***I hereby acknowledge that I have read and understand the above-mentioned job duties, qualifications, policies, and procedures for this position. I also certify that I received a copy of this job description.***

Employee: Date: