

## **El Dorado Community Health Center**

### **JOB DESCRIPTION**

**JOB TITLE:** Behavioral Health Clinician  
**REPORT TO:** Director of Behavioral Health  
**WORK SETTING:** Clinical Environment

**JOB SUMMARY:** Under the general direction of the Director of Behavioral Health, the Behavioral Health Clinician is responsible for providing evidenced based behavioral healthcare assessment and clinical services to patients at the El Dorado Community Health Center's (EDCHC) clinics for a variety of emotional and psychiatric problems. As part of an integrated behavioral health and primary care practice, s/he provides initial patient evaluations, triage assessments, crisis intervention management, brief individual and group counseling, skills training, care coordination, case management and follow-up referrals. S/he participates in interdisciplinary case conferences, works with primary care providers and assists with program development.

### **JOB DUTIES AND RESPONSIBILITIES**

- Conduct psychosocial evaluations, screenings and triage assessments. Providing assistance to patients in dealing with psychosocial factors which affect their health and well-being. Uses brief assessments routinely (PHQ, GAD 7, etc.). completes risk assessments routinely.
- Developing individualized treatment plans for patients based on a psychosocial assessment which identifies: symptoms, areas of life affected by symptoms, mental health diagnosis using DSM V, medical necessity of treatment, patient centered goals and objectives, skills training and other service needs.
- Providing therapeutic treatment to patients based on their treatment plan using appropriate therapeutic methods that fit the patient's needs with 30 minute appointment times.
- Conduct SBIRT (Screening, Brief Intervention, and Referral to Treatment) assessments requested by primary care providers to assist with identifying substance use and mental health concerns
- Consult and collaborate with primary care and behavioral health providers, providing crisis intervention, education, real-time consultation to primary care providers and brief intervention to patients regarding behavioral health issues (identified as a "warm hand off"). Assisting in detection of high risk patients to assess and provide care to prevent further psychological deterioration.
- Complete legible and legally defensible medical record entries in a timely manner on a daily basis using the eCW EMR system. Entries include patient treatment plans, progress notes, and SBIRT's summarizing patient subjective, objective, assessment and treatment data that facilitate continuity of care between visits as well as required documentation needs for HRSA.
- Participates in a comprehensive quality improvement process, which includes routine auditing of medical records to ensure quality clinical care, compliance with clinic protocols, and implementation of the Board's quality assurance committee recommendations concerning integrative behavioral health care.

- Provides expertise on behavioral health for EDCHC staff through in-service trainings, consultations, and other more informal means.
- Development and updating of a comprehensive referral list of community services. Provide and/or oversee referrals to community resources. Develop and maintain relationships and good communication with related health, educational and social services agencies. Advocate for patients and follow-up with both patients and providers.
- May assist in the recruitment, selection, and training of BH program staff
- Communicates delays, unscheduled time off or requested time off to the health center as soon as possible to assist with timely notice to patients and with scheduling.
- Responding to telephone encounters, emails and voice mails in a timely manner
- Attends continuing education programs and provides evidence of necessary education completion to upgrade skills and maintain licensing requirements.
- Attends and participates in monthly staff, provider and other meetings as required or requested
- Other duties and/or special projects as assigned.

#### **KNOWLEDGE OF:**

- Current evidence based practices and techniques in psychotherapeutic treatment, including brief solution focused treatment.
- Managing behavioral crises, conducting psychosocial assessments, developing care plans and providing brief therapeutic treatment
- Principles and practices of an integrated behavioral health and primary care service delivery model and specialty services in a community health center that serves a culturally and socially diverse, low-income population with complex substance use, mental health and co-occurring medical conditions
- Federal, State and County laws or regulations, HIPAA, FQHC, HRSA requirements and professional licensing guidelines of ethics, privacy, confidentiality and ability to treat applicable to providing behavioral health services. This includes Mandated Reporting, Duty to Warn, and Suicidal and Homicidal threats.
- EDCHC's Operating, safety and risk management policies, proper safe use and care of all equipment and supplies, infection control/blood born pathogens policies and general functions
- Community resources and patient eligibility criteria; experience planning, coordinating and following-up on referrals
- Basic information about public and private health insurance and third-party reimbursement issues

**SKILLS AND EXPERIENCE WITH:**

- Establishing and maintaining effective working relationships and providing consultations to medical providers
- Effective oral and written communication
- Efficient and effective use of the eCW EMR system
- Exercising good judgment in clinical decision making and patient care
- Use of a computer for word processing, data entry and e-mail
- Bilingual in Spanish is highly desirable

**ABILITY TO:**

- Ability to independently assess the psychosocial functioning and needs of patients and their family members of all ages
- Ability provide counseling and psychotherapy services to individuals, groups and families
- Ability to provide consultation services to other staff about psychosocial needs to patients and the impact of psychosocial problems on health care and compliance with treatment.
- Demonstrate effective time management to organize work, establish priorities, meet deadlines and maintain flexibility in situations involving change or implementation of new procedures with positive disposition. Maintain quality control standards. Analyze and pay attention to detail
- Interpret, adapt and apply treatment protocols/guidelines and procedures
- Understand patient needs as consumers of health care and focus service around those needs
- Provide cost-effective and efficient behavioral health services to a broad range of patients, through both the integrated model and the specialty mental health model.
- Plan, organize, direct, manage, and coordinate the functions and services of an assigned behavioral health patient
- Develop rapport and work with people of all ages, cultural, spirituality, gender, sexual orientation, social, ethnic, and socio-economic backgrounds.
- Maintain professional behavior with all levels of colleagues, staff, patients and the public, including refraining from negative comments about peers and in medical records, resolving conflict with peers and staff in a private setting, and demonstrate courtesy and respect to all staff. Establish and maintain cooperative relationships with those contacted during the course of this job description.
- Work as a member of a team, in a consultative role with primary care providers.
- Share the EDCHC mission and team orientation approach and cooperate in accomplishing common goals and objectives

- Support and contribute to efforts to maintain and improve client satisfaction in all aspects of health care delivery. Accept and be receptive to audit feedback and other types of clinical and peer review. Able to accept changes as needed.
- Computer literacy, including ability to input information, retrieve patient information, manage scheduling and locate information and resources in an electronic health record and on the Internet
- Report any accident or incident to self, patient or other witnessed to appropriate staff on appropriate forms

## **QUALIFICATIONS**

### **Education and Licensing Requirements:**

- Equivalent to graduation from an accredited institution with a Master's Degree/Doctoral program in psychology or social work
- Current, valid, unsuspended Licensed Clinical Psychologist (Ph.D.) or Clinical Social Worker (LCSW) in the State of California
- Five (5) years of progressively responsible experience in mental health services.

### **Physical Requirements:**

Function in a normal health center/interior office environment. See, hear, talk, walk or move about; sit and/or stand, remain alert and engaged for long periods of time; reach, stoop, bend, lift up to 20 lb.; repetitive hand movement; use and view a computer; calculator; fax, copier and telephone; read and write English

**FLSA Status:** Exempt

**Note:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

I have read and understand the job description for my position, Behavioral Health Clinician.

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Printed Name

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Date

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Signature