

COMMUNITY HEALTH PARTNERS, INC.

Community Health Partners (CHP) believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor CHP to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Job Title: Integrated Behavioral Health Specialist
Position Status: Exempt
Effective Date: 2/2019
Reviewed By: Behavioral Health Director

SUMMARY:

The Integrated Behavioral Health Specialist, as part of the primary care treatment team, identifies triages and manages patients with medical and behavioral health problems within the primary care setting. The Integrated Behavioral Health Specialist serves CHP sites in Livingston, Bozeman, and Belgrade. Supervision is under CHP's Behavioral Health Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist primary health care providers in recognizing and treating mental disorders and psychosocial problems.
2. Assess the clinical status of patients referred by primary care providers through brief consultative contacts.
3. Complete efficient intake evaluations for new patients.
4. Meet provider productivity expectations of 25 individual patient billable encounters per week for a 1.0 FTE employee, to be prorated for alternate FTEs.
5. Work with primary care team to treat and manage patients with chronic emotional and/or health problems efficiently and effectively.
6. Work with primary care provider to refer cases to mental health specialists within CHP or external to CHP as appropriate.
7. Assist in the detection of "at risk" patients and development of plans to prevent further psychological or physical deterioration.
8. Assist in preventing relapse or morbidity in conditions that tend to recur over time.
9. Evaluate patient care plans with primary care team.
10. Teach patients, families, and staff care, prevention, and treatment enhancement techniques. This is both one on one and group work.
11. Monitor the site's behavioral health program, identifying problems related to patient services and making recommendations for improvement.
12. Participates in problem solving and Continuous Quality Improvement (E2) and risk management activities by applying LEAN principles, engaging in Patient Centered Medical Homes and Meaningful Use recognition programs and working to implement patient centered communication skills.
13. Serve as a member of committees as requested.
14. Participate in evaluation of peers and support staff.
15. Document all patient visits in the interest of the patient – primarily for the overall record of the development of a treatment plan. Ensure that patient charts are completed according to behavioral health standards with signature within 6 days of date of service so that all encounters can be billed on the 7th day.
16. Further the mission of CHP through active support of the strategic goals.

17. Ability to report to work as scheduled and work a flexible schedule when needed which may include travel to other sites.
18. Understands and adheres to HIPAA regulations.

Skills and Attitudes

1. Experience working with limited resource population.
2. Ability to work with grace under pressure.
3. Ability to work in a team and to share responsibilities and duties.
4. Ability to resolve interpersonal conflict in a straightforward and timely manner.
5. Ability to set priorities, be organized, and be a self-starter.
6. Ability to be friendly, empathic, and an adept communicator.
7. Ability to treat both staff and patients with respect.
8. Ability to navigate technology efficiently.
9. Ability to gracefully accept and respond to feedback.

Essential Physical Requirements

	Occasionally (1%-33% of day)	Frequently (34%-66% of day)	Continuously (67%-100% of day)
Sitting		X	
Standing	X		
Walking	X		
Speaking/Hearing			X
Seeing			X
Hand/Wrist Work (ie. Keyboarding)		X	
Pushing/Pulling	X		
Fine Manipulation	X		
Grasping		X	
Reaching	X		
Bend	X		
Kneel	X		
Squat	X		
Lift 1-10 lbs	X		
Lift 11-20 lbs	X		
Lift 21-50 lbs	X		

*Ordinary ambulatory skills needed to visit all CHP sites.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Qualifications:

- Excellent working knowledge of behavioral medicine and evidence-based treatments for medical and mental health conditions.
- Ability to make quick and accurate clinical assessments of mental and behavioral conditions.
- High level of comfort in working with primary care medical providers using a consultative style.
- Ability to work through brief patient contacts, including via telephone and teleconferencing.
- Ability to design and implement clinical pathways and protocols for treatment of selected mental and behavioral conditions.
- Ability to design effective psycho-education curricula and lead effective psycho-education classes.
- Ability to train and teach effective behavioral health interventions and the primary behavioral health model to medical practitioners and other behavioral health providers.
- Ability to work effectively as a team, interfacing with patients, primary care providers, education staff, consulting psychiatrist and mental health specialists, as well as with administrative and support staff.
- Ability to exercise balanced judgment in evaluating situations and making decisions, and to handle difficult or confrontational situations in a calm, consistent, and equitable manner
- Ability to effectively represent CHP's interests in the community and maintain effective working relationships among co-workers, public, private, and professional groups.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

EDUCATION and/or EXPERIENCE:

- Masters in Social Work or related master's program or PhD in Psychology

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current Montana licensure as a Licensed Clinical Social Worker, Licensed Clinical Professional Counselor or Licensed Clinical Psychologist.

I have read the job description above and had any questions answered.

Name: _____

Date: _____