JOB DESCRIPTION

Job Classification: Raymond Behavioral Health Clinical Lead and Care Coordinator

Reports to: Behavioral Health Director

Supervises: Behavioral Health Support Coordinator

Last reviewed: 12/10/2014

POSITION PURPOSE:

The Behavioral Health clinical lead is responsible for assisting the BH director in the implementation of the Raymond grant program. As the clinical lead, this individual is responsible for outreach and education of community partners in Pacific County. The clinical lead will track caseloads and report quality requirements to the BH director. He/she will also oversee all requirements of the grant with the assistance of the support coordinator.

As a care coordinator, the clinical lead functions as a core member of a collaborative care team that involves the patient’s primary care provider, a consulting psychiatrist and the care coordinator. The care coordinator provides support to the primary care providers by acting as a liaison between the consulting psychiatrist and medical team. He/she is also responsible for coordinating referrals to clinically indicated services outside the primary care clinic (e.g., social services, housing assistance, substance abuse treatment).

In addition, the care coordinator is available for an immediate consult with medical providers or other Valley View staff if a patient presents as suicidal or in crisis. He/she will assist with the patient either with a consultation, or assessment and plan for dealing with the crisis. If a Designated Mental Health Professional (DMHP) call is made, the care coordinator will work with the DMHP to provide the best outcome for the patient.

MINIMUM QUALIFICATIONS:

Education: Masters in Counseling or Clinical Psychology, Marriage and Family Therapy or Social Work.


Required Experience:

- Demonstrated ability to collaborate effectively in a team setting.
- Ability to maintain effective and professional relationships with clients and other members of the care team.
- Strong communication skills.
- Comfort with the pace of primary care.
- Ability to effectively engage clients in a therapeutic relationship.
- Ability to work with clients by telephone or in person.
- Experience with screening and assessment for common mental / substance use disorders.
- Working knowledge of differential diagnosis of common mental / substance use disorders.
- Working knowledge of evidence-based psychosocial treatments for common mental disorders.
- Familiarity with brief, structured intervention techniques (e.g., Motivational Interviewing, Behavioral Activation).
- Basic knowledge of psychopharmacology for common mental disorders.

**Desired Experience:**
- Experience working with underserved, transient populations.
- Experience working with patients who have co-occurring mental health, substance abuse, and physical health problems.
- Experience with evidence-based counseling techniques (e.g. Motivational Interviewing).
- Working knowledge of psychopharmacology.
- Experience working with safety net providers within the community and knowledge of community resources.

**Equipment/Skills:** Basic operating knowledge of computers, ability to read and interpret complex documents, excellent verbal and written communication skills in, ability to make quick and accurate clinical assessments of mental and behavioral conditions, and work in team environment. Comfortable working within an electronic health record system.

**Physical demands:** Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

**Status Classification:** Salary- Exempt

**PRIMARY JOB RESPONSIBILITIES:**
1. Assists the BH Director in implementation of the clinical and reporting requirements for the Raymond BH grant funded program and is responsible for ensuring the ongoing quality of the program.
2. Tracks Quality Aims numbers and other reporting requirements for the program and makes recommendations to the BH director for quality improvement when needed.
3. Leads community education on the project and builds partnerships with community agencies.
4. Supports and closely coordinates behavioral health care with the patient’s primary care provider.
5. Screens and assesses patients for common mental health disorders and using the SBIRT model, screens and provides brief intervention for substance abuse disorders.
6. Provides patient education about common mental and substance abuse disorders and available treatment options.
7. Monitors clients (in person or by telephone) for changes in clinical symptoms and treatment side effects or complications.
8. Supports psychotropic medication management prescribed by PCPs, focusing on treatment adherence, attention to side effects, and effectiveness of treatment.
9. Provides brief intervention using evidence-based techniques such as behavioral activation, motivational interviewing, or other relevant skills.
10. Conducts regularly scheduled (usually weekly) caseload consultation with the consulting team psychiatrist and communicates resulting treatment recommendations to the patient’s PCP. These consultations will primarily focus on patients who are new to treatment or who are not improving as expected.
11. Tracks patient follow-ups and clinical outcomes using the web-based MHITS care management tracking system.
12. Documents patient progress and treatment recommendations in MHITS so that they can be easily shared with PCPs, the consulting psychiatrist, and other treating providers.
13. Facilitates treatment plan changes for patients who are not improving as expected in consultation with the PCP and the team psychiatrist. These may include changes in medications or psychosocial treatments or appropriate referrals for additional services.
14. Facilitates referrals for clinically indicated services outside the primary care clinic (e.g., social services such as housing assistance, vocational rehabilitation, or substance abuse treatment).
15. Completes relapse prevention plans with clients who are in remission.
16. Attends trainings as required by the program. Attends CE trainings as required by licensure.
17. Provides immediate support to medical providers with crisis situations including providing a crisis consultation/assessment/plan with any patient who is deemed at risk to self or others.
18. Performs other related duties as assigned. Standards:
   - Follows guidelines established at time of assignment.
   - Accepts assignments willingly.
   - Prioritizes workload to ensure timely completion of assignment.
   - Asks appropriate clarifying questions relative to scope of assignment.
ACKNOWLEDGMENT:

I have read and understand the above Job Description, and agree with it.

________________________________________
Employee Signature Date

________________________________________
Supervisor Signature Date