



# GREATER VALLEY

## HEALTH CENTER

**Greater Valley Health Center (GVHC) recognizes employees are at the heart of our ability to meet the needs of our patients and community. We invite every employee to contribute at the highest possible level. This position description is provided to outline the primary duties, qualifications, and job scope. It is not intended to limit the employee or GVHC to just the work identified. We expect each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.**

It is the policy of this facility to provide equal opportunity to persons regardless of race, religions, age (over 40), gender, disability, veteran, genetic information or any other classifications in accordance with federal, state, and local statues, regulations and ordinances.			
Job Title	<b>Behavioral Health Specialist – Co-Occurring</b>		
Wage Range		Schedule	M-F
Working hours per week	40		
Reports to (job title)	Director of Behavioral Health		This is an exempt
<b>Job purpose</b> <i>(Why does the job exist? What is it there to achieve or deliver?)</i>			
Under general supervision of the Chief Executive Director and Behavioral Health Director, the Behavioral Health Specialist works as a member of the Community Health Center primary care team, identifying, triaging and managing patients with medical, behavioral health, and SU problems within a primary care setting.			

<b>Knowledge, Skills &amp; Experience</b> <i>(work experience, qualifications, specialist training, key skills, disposition)</i>		
	<b>Requirements</b>	<b>Essential/Desirable</b>
Qualifications	Requires graduation from an accredited university or college in professional counseling, a Master’s in Social Work with focus on clinical social work, or psychological counseling. Applicants must be licensed or a licensure candidate licensed by the State of Montana’s Board of Behavioral health as a LCPC or LCSW. Co-Occurring Therapist require additional education and must be a licensed or a licensure candidate as an Addiction Counselor by the State of Montana Board of Behavioral Health.	Essential
Experience	Preference to candidate with at least two years’ experience in a clinical or mental health setting  Knowledge of the principles of integrated treatment modalities and interventions to address the synergy and interplay of each disorder as they affect each other.  Advanced knowledge skill addressing the ineffective coping skills developed as a result of either disorder independently or as a result of having both disorders.	Desirable

<p>Knowledge, skills, and abilities required</p>	<p>Must possess knowledge of practices and techniques used in individual, group and family psychotherapy and the ability to apply them.</p> <p>Ability to apply the philosophy, theories, techniques, policies, and procedures</p> <p>Techniques in interviewing, screening, assessing, and counselling clients with mental health disorders and substance use disorders</p> <p>Must have clinical skills necessary to assess, plan and provide individual and group therapy services.</p> <p>Must have clinical skill necessary to identify and manage mental health crisis</p> <p>Utilize knowledge and skills from both the substance abuse and mental health disciplines</p> <p>Understand how both mental health and substance abuse disorders impact the other and ensure that integrated co-occurring treatment and quality care is provided.</p> <p>Provide effective counseling and case management in a primary care setting</p> <p>Work effectively in a team, interfacing with patients, primary care providers, education staff, mental health specialists as well as with administrative and support staff</p> <p>Ability to handle sensitive and confidential information in a professional manner</p> <p>Capacity to utilize clinical consultation and/or supervision and apply therapeutic interventions.</p> <p>Ability to work under minimal administrative supervision while exercising a high degree of initiative, organize and manage tasks while maintaining flexibility</p> <p>Interpersonal communication as necessary to interact effectively and sensitively with outside agencies and specialists.</p> <p>Licensed or a Licensure Candidate in the State of Montana as a social worker or a professional counsellor</p> <p>Ability to work effectively and manage personal needs under frustrating and stressful conditions.</p> <p>Ability to communicate effectively, both verbally and in writing, to assure timely communication and maintain all records in accordance with agency standards</p> <p>Assumes personal responsibility to stay abreast of current trends and enhance professional expertise by reading professional publications and attending continuing education courses applicable to professional licensure</p> <p>Strong knowledge of licensing and accreditation standard and requirements</p> <p>Advanced knowledge in specialized areas of clinic expertise in encouraged in initial or ongoing professional development</p> <p>Establish and maintain effective working relationships in a culturally diverse environment, particularly when dealing with sensitive issues</p> <p>Work effectively with diverse populations and age groups</p>	<p>Essential</p>
<p>Special Requirements</p>	<p>Have and maintain a valid Montana's driver license.</p>	<p>Essential</p>
<p>Attitude &amp; disposition</p>	<p>Strong work ethic, positive, caring, knowledge of cultural diversity and social determinants of health, team oriented. May be requested to perform functions relevant to the position but not listed above.</p>	<p>Essential</p>

**Main Duties and Responsibilities of the Role:** these duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

Embraces Greater Valley Health Center's mission.

Utilize current best practice evaluation tools and protocols to assess the type and level of SUDs and other relevant psychosocial factors influencing use of substances.

Must keep abreast of current trends in substance use including types of substances abused and recommended treatment screening and interventions.

Represents clients' and/or families' needs in making treatment decisions.

Seeks and provides clinical consultation on clinical issues as questions/concerns arise.

Diagnosing and providing treatment to individuals with mental disorders and psychosocial problems.

Provides a comprehensive clinical assessment and treatment plan based on case conceptualization, diagnosis, factors contributing to current functioning and unique treatment needs.

Provides for appropriate clinical needs in discharge planning and makes referrals as necessary. Completes a Discharge Summary to summarize progress of treatment and recommendations to address unmet needs.

Provides individual, family, and group therapy; designs and implements clinical interventions.

Maintains all records in accordance with agency and professional standards.

Documents and communicates sensitive and confidential information in a professional manner.

Assures billing is completed accurately and in a timely manner.

Coordinates with primary health care providers and/or other community agencies and professional to ensure a cohesive approach to treatment.

Assists primary care providers with referring patients to other health care specialists as appropriate.

Evaluates patient care plans with primary care team.

Attends and participates in meetings and Quality Improvement activities as required.

Provides staff education and training.

Performs other duties as assigned

**Working Environment** (*knowledge of special working practices, breadth of management skill required, customer impact, responsibility, efficiency*)

Work is mainly performed in an office/clinic setting with computer/phone work and moderate noise. Standing, bending, sitting, lifting, required. You may be required to travel to different clinic locations.

**Freedom to Act & Decision Making** (*depth of control, supervision received, use of judgement & initiative, analytical ability*)

Work independently to complete tasks; use sound judgment but ask questions if needed; show initiative for work/work flow improvements.

**Communication & Networking** (*liaison with others, type and level of communications*)

Clear and detailed written and/or verbal communication with patients, patient family members, co-workers, and providers is required.

**Finance/Resource Management** (*budgeting, forecasting*)

Use supplies efficiently.

**People Management** (*supervisory responsibility, human relations skills*)

Non-supervisory position

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the changing of the post.

**Confirmation Section**

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**Employee signature**

Date: \_\_\_\_\_

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**Print name**

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**Supervisor Signature**

Date \_\_\_\_\_

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**Print name**

**CEO** \_\_\_\_\_

**Comments:**