



# 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</b>		
Wage Range	Based on experience	Schedule	M-F
Working hours per week	40		
Reports to (job title)	Chief Executive Officer	Non Exempt Exempt	Exempt

**Job purpose** *(Why does the job exist? What is it there to achieve or deliver?)*

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 and behavioral health problems within a primary care setting.

**Knowledge, Skills & Experience** *(work experience, qualifications, specialist training, key skills, disposition)*

	Requirements	Essential/Desirable
Qualifications	Requires graduation from an accredited college with a master's degree in Social Work and licensure as a Clinical Social Worker (LCSW), licensed as a Clinical Psychologist, or licensure in Montana in a profession recognized as a behavioral health specialist meeting the requirements outline in this job description	Essential
Experience	Preference to candidate with at least two years' experience in a clinical or mental health setting	Desirable
Knowledge & skills	Behavioral medicine and evidence-based treatments for medical and mental health conditions. Psychopharmacology. Screening and diagnostic tools. Substance abuse counselling and treatment planning.	Essential

	<p>Techniques in interviewing, screening, assessing, and counselling clients with mental health disorders.</p> <p>Mental health crisis identification, diagnosis, and management.</p> <p>Client confidentiality and the ethical and legal requirements of the profession.</p> <p>Community resources and organizations</p>	
Abilities	<p>Assess clients and create appropriate treatment plans or referrals.</p> <p>Provide effective counselling 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>Maintain strict confidentiality of all Health Center matters.</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>	Essential
Special Requirements	Have and maintain a valid Montana's driver license.	Essential
Attitude & disposition	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.	Essential

**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.

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

Assessing and planning for the social requirements of individuals through consultative contacts in individual or group sessions.

Assists primary health care providers in evaluation for medical non-compliance and support of patients with chronic pain prior and during treatment.

Works with primary care team to treat and manage patients with chronic emotional and/or health problems efficiently and effectively.

Works with primary care providers to refer patients to other health care specialists as appropriate.

Assists in the detection of "at risk" patients and development of plans to prevent further psychological or physical deterioration.

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/workflow 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 \_\_\_\_\_

.....  
**Print name**

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

**Comments:**