



Job Title:	Assistant Behavioral Health Director
Department:	Behavioral Health
Reports To:	Behavioral Health Director
FLSA Status:	Exempt

SUMMARY OF POSITION

The Assistant Behavioral Health Director is a licensed clinical provider and an integral member of the Behavioral Health team. This position is responsible for ensuring effective care and treatment for a range of individuals with behavioral health disorders and/or counseling needs. Key roles include assessment, diagnosis, and treatment planning for individuals with a variety of mental health and substance use disorders that may impact their ability to have academic success. The provider will also have administrative duties to assist the Behavioral Health Director with day-to-day operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assistant Behavioral Health Director Responsibilities

- Mentors and assists in the training of new behavioral health providers
- Available to staff to troubleshoot problems, barriers to care, or questions
- Helps to initiate and follow through on workflows, processes, and procedures to improve departmental workflows
- Role models high quality service provision through attitude, work ethic, and problem-solving
- Responsible for staff supervision and oversight
- Function as a supervisor for unlicensed staff and interns
- Ensures compliance with policies and procedures
- Other duties, as assigned

School Based Mental Health Services

- Assesses and diagnoses mental health and substance use disorders using current DSM and ICD criteria, via evidence-based screening tools and biopsychosocial interviews
- Provides evidence-based psychotherapeutic interventions appropriate to a school setting for children and groups within scope of practice, education, and experience
- Develops individualized treatment plans that are consistent with the student's goals and are modified as needed based on the student's progress and response to treatment
- Utilizes an electronic health record (EHR) for timely and accurate documentation of services rendered

Specialty Behavioral Health Care

- Assesses and diagnoses mental health and substance use disorders using current DSM and ICD criteria, via evidence-based screening tools and biopsychosocial interviews
- Completes comprehensive assessments as needed for referrals to care outside of SCHC
- Provides evidence-based psychotherapeutic interventions appropriate to a primary care setting for children, adults, couples, families, and groups within scope of practice, education, and experience

- Develop patient-centered treatment plans that are consistent with the patient's goals and are modified as needed based on the patient's progress and response to treatment
- Utilizes EHR for timely and accurate documentation of services rendered

Integrated Behavioral Health Care

- Screen and evaluate patients for mental health disorders, substance use disorders, and developmental delays using evidence-based screening tools and biopsychosocial interviews
- Identifies patients that will benefit from enrollment in a care management panel, based on level of risk, treatment goals, or level of engagement
- Utilizes and documents in EHR and electronic registries to track patient treatment adherence, progress, and outcomes. Identify patients not improving as expected, and re-engage patients that have missed appointments
- Provides brief interventions to individuals or groups using evidence-based techniques such as behavioral activation, problem-solving treatment, motivational interviewing, psychoeducation or other treatments within the consultant's scope of practice, as appropriate
- Facilitates treatment plan changes for patients who are not improving as expected

Coordination of Care

- Coordinates formally and informally with all members of the care team, including medical, behavioral health, and psychiatric providers
- Makes appropriate referrals, including those to internal and external specialty behavioral health care, and to community resources to ensure basic needs are met and reduce barriers to treatment goals

Quality Assurance/Quality Improvement

- Participates in regular peer reviews to ensure appropriate provision and documentation of services
- Contributes to continuous quality improvement and risk management activities
- Participates in required and self-directed training to develop and enhance skills
- Participates in clinical supervision to support those who pursue credentials
- Complies with SCHC's policies and procedures
- Provide charting documentation for services rendered on the appropriate electronic forms within 72 hours of providing service

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

SUPERVISORY RESPONSIBILITIES

Received: Works under general direction of the Behavioral Health Director. Supervision is received through personal conference, general observation of work in progress, and periodic review by supervisor of completed work.

Performed: Assistant Behavioral Health Director will provide direction, training, and support to behavioral health staff in collaboration with/as directed by the Behavioral Health Director.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION and/or EXPERIENCE

- Two or more years of experience serving individuals with behavioral health needs preferred
- A current, unrestricted license with the State of Alaska as a Licensed Clinical Social Worker (LCSW) or Psychologist PHD
- Experience collaborating with medical providers, preferred
- At least one year of managerial experience, preferred
- Current CPR/BLS certification

KNOWLEDGE, SKILLS and ABILITIES

- Knowledge of and belief in SCHC's mission and goals
- Community minded and dedicated to working with rural populations
- Knowledge of DSM-V TR criteria, evidence based psychotherapeutic modalities, psychopharmacology, and medical terms and abbreviations
- Knowledge of integrated behavioral health care models
- Knowledge of trauma informed care
- Knowledge of crisis intervention strategies
- Skilled in rapport building with both patients and colleagues
- Skilled in use of EHRs and Microsoft Office products
- Skilled in balancing clinical and administrative tasks assigned
- Able to assess, diagnose, and care plan for both brief and long-term treatment under the supervision of an unrestricted therapist
- Able to provide varied psychotherapeutic modalities appropriate for children, adults, couples, families, and groups
- Able to manage time and prioritize tasks effectively and efficiently
- Is a self-starter and can work with minimal oversight
- Able to demonstrate compassion toward individuals with varied cultures, belief systems, lifestyles, and attitudes
- Able to effectively work in a collaborative team environment and alongside medical staff
- Able to maintain patient privacy and confidentiality at all times
- Able to effectively and professionally communicate both orally and in writing

GENERAL

To ensure the health of our community, patients, and staff, SCHC requires proof of completed vaccine series or serologic test results for MMR (Measles, Mumps, and Rubella) , Varicella (Chicken Pox), and Hepatitis B, as well as TB screening, prior to employment.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is required to sit for long periods of time, speak, hear, write, reach with hands and arms, stoop, kneel and operate a keyboard. Employees must also have visual acuity to read small print and view a computer monitor, reach to the top of a five-drawer filing cabinet, lift boxes of no more than 30 lbs. Employees may need to climb stairs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee generally works within the interior of a healthcare clinic/office environment. Employees may travel between multiple worksites and be responsible for their own transportation. Out of area travel may be required on occasion. The general work environment is clean with a moderate temperature and noise level. Employees will be required to use a computer and other office equipment and participate in communication through typing, reading, writing and telephones, etc. The employee may be in contact with patients under all conditions and circumstances, e.g., illness, emotional duress, and hostility. Daily work activities also involve contact with the public, staff members and government representatives under all conditions and circumstances. All SCHC facilities are non-smoking.

OSHA

The employee may be exposed to infectious waste, blood, body fluids, communicable/infectious diseases, air contaminants and hazardous chemicals. SCHC will provide the employee instructions on how to prevent and control such exposures. The employee may be exposed to the Covid-19 Viruses. SCHC will make the Covid-19 vaccinations available to all employees free of charge.

EMPLOYMENT PRACTICES

SCHC is an Equal Opportunity institution and does not discriminate against any person in employment or in admission, treatment or participation in its programs and benefits based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information, veteran status, or any other protected class. Persons alleging unequal treatment should contact Human Resources.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me. I agree to perform the functions of my position in a safe manner and within SCHC's established policies and procedures.

_____ Employee Printed Name	_____ Date
_____ Employee Signature	_____ Date
_____ Supervisor Signature	_____ Date

*Sunshine Community Health Center
is committed to accessible, proactive, quality health care,
promoting community wellness through outreach and education.*