

CASSOPOLIS FAMILY CLINIC NETWORK
Job Description

Title: Behavioral Health Therapist
Department: Behavioral Health

FLSA: Exempt
Location: Cass/Niles

Originated: 11/113
Revised: 2/16, 12/21
Reviewed: 07/17; 2/23

Summary: Reporting to the Behavioral Health Manager/SUDT Manager, this position is responsible for working collaboratively and independently to provide quality services to at-risk populations in an integrated medical clinic setting. Skilled in standardized screening, psycho-social assessments, counseling techniques and treatment planning. Adept at crisis management and intervention. Is fully engaged and integrated in the care team. Promotes the mission and philosophy of providing quality health care and related services to the medically underserved. Upholds and ensures compliance with and attention to all corporate policies and procedures, as well as the mission and values of the organization.

Primary Responsibilities:

- Ensures all actions, job performance, personal conduct and communications represent the organization in a highly professional manner at all times.
- Maintains a commitment to the achievement of quality health care services by maintaining patient rights, safety, privacy, confidentiality and excellent customer service philosophy.
- Screening - assesses patients for depression and risky substance use behaviors using standardized screening tools. Skilled in standardized screening, psycho-social assessments, counseling techniques, modalities and treatment planning.
- Brief Intervention - engages patients showing risky substance use behaviors in a short conversation, providing feedback and advice.
- Referral to Treatment - provides referrals to brief therapy or additional treatment for patients who screen in need of additional services
- Conducts therapy/case manages patients within community standards to set and accomplish specific goals. Focuses on clinical, psycho-social, education, financial and post-hospital needs.
- Participates in care management. Is fully engaged and integrated as part of the patient care team. Provides input into care plans, and alerts the care team of the psycho-social issues complicating health conditions.
- Secures needed release(s) of information. Keeps records related to care activities secured, assuring records are accessible to medical providers as needed.
- Promotes the integrated behavioral health / primary care model. Provides staff and patient education in the integrated model and patient centered health home.
- Maintains a commitment to the achievement of quality health care services by maintaining patient rights, safety, privacy, confidentiality and the “customer relations” philosophy.
- Maintains a commitment to professional growth and development by participation in mandatory in-services, certification, clinic committees and educational programs to maintain competency.

- Establishes and maintains open and positive communication in all aspects of job performance.
- Performs other duties as assigned.

Essential Job Functions:

The demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The employee in this position must be able to perform the essential job functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable an employee with disabilities to perform the essential functions of the job, absent undue hardship.

- Maintain body equilibrium to prevent falling when walking, standing or crouching; ability to repeatedly bend body downward and forward by bending spine at the waist for up to ten hours per day.
- Ability to detect specific noises and proper equipment operation, detect and understand what co-workers/patients are saying in normal conversation and communicate with individuals utilizing the telephone by displaying the ability to hear and speak clearly.
- Ability to maintain a stationary position for 75% of the time.
- Ability to converse clearly with patients, co-workers and the general public using the English language. Must be able to understand, adhere to and communicate routine, factual information and apply oral and written instructions or other information, in a timely manner.
- Capable of physically transporting items weighing 5 to 25 pounds.
- Use upper extremities to press against something with steady force in order to thrust forward, downward, or upward for up to ten hours per day.
- Substantial movements of the wrists, hands, shoulders and/or fingers for sustained periods of time.
- Must have the visual acuity to accurately detect and read computer screens, distinguish color coding, and discern fine print and/or normal type size print.
- Capable of meeting attendance requirements.
- Ability to move about the facility to greet and room patients, access supplies, and other duties that require movement on foot for prolonged periods of time.
- Constantly operates a computer, office equipment and/or other medical equipment to collect and monitor patient data, report patient data and patient needs. Has the ability to pick, pinch, type or otherwise work primarily with fingers rather than with the whole arm.
- Possess the cognitive ability to add, subtract, multiply, divide and to record, balance and check for results for accuracy.
- Capable of communicating effectively and politely with co-workers, patients and the general public; able to compose letters, emails and basic reports and/or orally communicate medical information.

Job Requirements:

Education:

- Master's Degree from an accredited school of Social Work.

Experience:

- Three to six months health related experience.

Skills:

- Basic data entry skills, basic typing, filing, organizational skills.
- Ability to handle workload in stress filled environment without producing errors.

Knowledge, Skills and Abilities Required

- Knowledge of patient care charts and patient histories.
- Knowledge of patient evaluation and triage procedures.
- Knowledge safety, environmental, and/or infection control methods.
- Knowledge of HIPAA regulations and compliance requirements.

Knowledge of computer systems and applications, such as Microsoft Office 365

Certificate/License:

- Licensure as a Masters Social Worker in the State of Michigan.
- CPR