



# Behavioral Health Coordinator

**Job Code:** BHC - 113  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$17.55 - \$28.71 Hourly  
\$1,404.00 - \$2,296.80 Biweekly  
\$36,501.00 - \$59,712.00 Annually

**FLSA:** Exempt

## **Overview**

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## **General Description**

The purpose of this job is to perform advanced/social/mental health/IDD services work to include, but not limited to any of the following: assessments for appropriateness for services; work involves serving as a liaison between clients; clients' families, and the community to obtain/provide assistance and rehabilitative/therapeutic treatment; may clinically guide or train and assign work of others; this position will also assist with conducting screenings and diagnostics; admissions and discharges. This position is responsible for providing active treatment including individual and group psycho-education, crisis counseling and substance abuse counseling as needed.

This class works under general supervision, independently developing work methods and sequences.

## **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Ensures all third-party payer requirements are followed and that all documentation is submitted in a timely manner.
- Works closely with medical, case management and rehabilitation specialist associates to provide integrated treatment.
- Provides services designed to assist individuals in achieving an optimal quality of life such as: development/enhancement of community living skills, increased management of mental health/IDD symptoms/primary care (symptom management); increase knowledge about medication, decreased psychiatric hospitalizations, and increased community tenure, improved physical health.
- Develops treatment plan/individualized family service plan, development and delivery of services and documentation of progress.

- Participates in staff development and maintains cooperative working relationships with all agency associates and community partners.
- Requires working with consumers in a variety of settings which include: individual, group, family, and/or via tele-video in developing and implementing services which are based on consumer desires, medical necessity, and the BHC's judgment as well as clinically indicated.
- Performs other duties as assigned.

### **Minimum Education and Experience Requirements**

Requires Master's Degree in Psychology, Social Work, Counseling or related subject area supplemented by two (2) years of experience in rehabilitative techniques and community resources for chronically mental ill consumers; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Unavoidable Hazards (Work Environment)**

- Involves routine and frequent exposure to:
  - Radiation; Disease/pathogens.

### **Special Certifications and Licenses**

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.
- Prefers Licensed Professional Counselor.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.

- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.