



JOB TITLE: BEHAVIORAL HEALTH THERAPIST
REPORTS TO: Medical Director
DATED: Revised September, 2018
EMPLOYMENT STATUS: Exempt

POSITION SUMMARY:

The Behavioral Health Therapist serves as a key member of the Primary Care team ensuring that KCHC patients receive appropriate mental, behavioral and emotional support services during and following their primary care clinic visits. Behavioral Health Therapist may assist primary care providers in any of the following ways:

- Recognition and treatment of behavioral health disorders, psychological conditions and demanding chronic medical conditions;
- Early detection of “at risk” clients, with the goal of preventing further psychological or physical deteriorations;
- Prevention of relapses in chronic health conditions that tend to reoccur over time;
- Prevention and management of addiction to pain medication, tranquilizers and/or other controlled substances;
- Prevention and management of work and/or functional disability;
- Obtaining benchmarked quality clinical outcomes with high prevalence behavioral health disorders;
- Efficient and effective treatment and management of clients with chronic emotional and/or health problems;
- Management of clients who use medical visits to obtain needed social support;
- Improving the quality of primary care provider interventions with or without the aid of behavioral health consultation;
- Efficiently referring clients into appropriate behavioral health specialty care when appropriate.

A. ESSENTIAL JOB FUNCTIONS:

As an integral member of the KCHC Healthcare Team, acts as a leader of the primary care team in the provision of health services to individuals, their families and/or their communities. Works collaboratively with patients and their caregivers—to the extent preferred by each patient—to accomplish shared goals within and across settings to achieve coordinated, high-quality care. Provides ongoing guidance, support, and education to other members of the KCHC Healthcare Team as it pertains to ensuring effective, quality primary care for KCHC patients and their families.

1. Assists primary care providers in recognizing, treating and managing behavioral health and psychosocial issues and acts as a vital member of the primary care team.
2. Conducts client intakes, focusing on diagnostic and functional evaluations, and makes recommendations to the primary care provider concerning the clients’ treatment goals and plan.
3. Provides consultation and training to the primary care providers to enhance their skills and effectiveness in treating behavioral health problems.



4. Provides brief, focused intervention for clients who are in need of behavioral health services.
5. Provides primary care providers with timely feedback about the clients care, treatment recommendations and progress via documentation in the client record and verbal feedback.
6. Advises the primary care providers about which clients are best served within the primary care setting and which should be referred to specialty behavioral health care facilities.
7. Initiates follow-up to ascertain client progress and to determine if changes in treatment approaches are indicated.
8. Develops relapse prevention plans as indicated and helps clients to achieve and maintain emotional stability.
9. Assists in the detection of “at risk” clients and develops plans to prevent deterioration.
10. Monitors and coordinates the delivery of behavioral health services for clients as related to behavioral health care, including linking with other treatment providers not only within the primary care setting, but with the client’s permission to other agencies as well.
11. Assists clients with community referrals ie. public housing, vocational rehabilitation, social support, etc.
12. Documents client progress and diagnostic information in the electronic medical record.
13. Ensures that all primary care providers are fully informed regarding clients needs and progress and assists providers in the formulation of treatment plans.
14. Assists clients in effecting behavioral changes for any physical and behavioral health disorders and assists them in making healthier lifestyle choices.
15. Provides clients with self-management skills and educational information needed so that the client can be a full participant in their own treatment and recovery.
16. Assists all clients to cope with chronic conditions like pain and diabetes.
17. Provides consultation to clinic providers, management and other team members about available behavioral health services.
18. Assists clients to comply with any medical treatment initiated by the primary care provider (i.e. offering strategies to cope with medication side effects).



B. MISSION STATEMENT

Our Mission is: *To provide high quality, comprehensive primary and preventive health care services.*

Employee upholds and supports our mission statement by demonstrating the Employee Behavior Expectations as outlined below.

C. EMPLOYEE BEHAVIORAL EXPECTATIONS

KCHC is a place where kindness and respect are our guiding principles. The following behaviors demonstrate our commitment to honoring those principles in our everyday work lives.

As a KCHC employee, I pledge to:

1. Appearance:

- a. Maintain a professional personal appearance and abide by the dress code at all times while working for and representing KCHC
- b. Demonstrate a positive affect

2. Attitude:

- a. Acknowledge clients, and maintain appropriate eye contact
- b. Always be welcoming, kind, courteous, respectful and helpful to clients and co-workers alike
- c. Express gratitude often

3. Respect:

- a. Always treat patients as if they were treasured family members
- b. Always treat colleagues in a respectful manner
- c. Celebrate and respect diversity in culture, life style, points of view, and belief systems

4. Ownership/Accountability:

- a. Act as a member of the KCHC Healthcare Team in the provision of health services to individuals, families, and/or their communities. Work collaboratively with patients and their caregivers—to the extent preferred by each patient—as well as with other members of the KCHC Healthcare Team to accomplish shared goals within and across settings to achieve coordinated, high-quality care.
- b. Act as an ambassador representing KCHC
- c. Anticipate and consistently exceed customer/patient needs and expectations
- d. Understand and willingly accept all appropriate job responsibilities
- e. Demonstrate a proactive, positive approach to problem solving

5. Communication:

- a. Always acknowledge patients and their family members using their preferred names
- b. Keep patients and their families fully informed throughout their visit
- c. Always maintain patient confidentiality and respect patient and co-worker privacy
- d. Utilize kind and respectful telephone and email communication
- e. Demonstrate positive and proactive communication skills including active listening.
- f. To speak respectfully, complain rarely, and actively participate in finding solutions that benefit everyone involved!
- g. Recognize and celebrate random acts of kindness

D. ESSENTIAL JOB QUALIFICATIONS

1. **Education:** Master's Degree in Psychology, Social Work, Counseling, Health Education or other related behavioral health field that will be accepted for licensure as listed below.
2. **Experience:** Minimum of one year Behavioral Health counseling required. Minimum of one year in primary care with working knowledge of concepts, practices and theory is strongly preferred.
3. **Licensure/Certification:** Must be able to obtain State of Alaska Professional Licensure within three years of hire. Accepted Licensure includes LCSW, LPC, LMFT or LMSW.
4. **Other Qualifications:**
 - Communication:
 - Ability to effectively communicate, verbally and in writing, with all levels of staff personnel.
 - Collaboration:
 - Team-oriented and able to work collaboratively with staff.
 - Strong problem-solving and time-management skills.
 - Ability to work independently in a fast-paced, medical office environment with frequent interruptions, public contact, and occasional crisis situations.
 - Ability to maintain strict confidentiality with sensitive medical information and foster an ethical work environment.
 - Ability and willingness to carry out responsibilities in accordance with the organization's policies and applicable laws.
 - Cultural Competence:
 - Demonstrates complete understanding and responds effectively with sensitivity to special populations served by KCHC. Special populations include, but are not limited to, those defined by race, ethnicity, language, age, sex, sexual orientation, economic standing, disability status, migrant, homelessness, seasonal workers, and the uninsured.
5. **Attendance:** Regular attendance and punctuality is expected and required.
6. **English Language:** Must be able to read, write, and speak English.



IN AN 8 HOUR WORKDAY, THIS JOB REQUIRES:

C	=	Continually	(5½ to 8 hours per day)
F	=	Frequently	(2½ to 5½ hours per day)
O	=	Occasionally	(½ to 2½ hours per day)
R	=	Rarely	(less than ½ hours per day)
N	=	Never	(0 hours per day)

I. LIFTING/CARRYING (Amount of force exerted to lift and/or carry)	
1 – 10 lbs.	F
11 – 20 lbs.	R
21 – 35 lbs.	N
36 – 50 lbs.	N
51 – 75 lbs.	N
76 – 100 lbs.	N

II. PUSHING/PULLING (Amount of force exerted to push and/or pull)	
1 – 10 lbs.	F
11 – 20 lbs.	R
21 – 35 lbs.	N
36 – 50 lbs.	N
51 – 75 lbs.	N
76 – 100 lbs. *	N

* If over 100 lbs.: must have assisting personnel and appropriate moving equipment.

III. POSTURES/MOVEMENTS	
Sitting	C
Standing	R
Walking	R
Stooping, kneeling, crouching and/or crawling	N
Reaching and/or grasping	O
Hand/finger dexterity	C
Climbing and/or balancing	N
Carrying, pushing and/or pulling	N

I. COGNITIVE/SENSITIVE	
Talking	C
Hearing	C
Sight (addendum: acuity, color blindness)	C
Smelling/tasting	N

II. WORK ENVIRONMENT	
Working inside	C
Walking outside	N
Changing temperatures	N
Wet/Humid Conditions	N
Areas of dust, odors, mist, gases or other airborne matter	N
Mechanical, electrical and/or other hazards	N
Confined spaces	N

III. OTHER ASPECTS	
Biohazardous Materials (Always follow Universal Precautions)	N
Chemicals	N

IV. Special Equipment/Clothing	
Personal Protective Equipment	N

The above is intended to describe the general content of, and requirements for, the performance of this job. It is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements.



This Job Description reflects Kodiak Community Health Center’s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract.

Your signature below indicates that you have read this job description and fully understand your essential job functions, essential job qualifications, and your agreement to comply with all Employee Behavioral Expectations.

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Supervisor Printed Name: _____ Date: _____

Supervisor Signature: _____