SAMPLE JOB DESCRIPTION FOR PEDI IBHC

TITLE: Integrated Behavioral Health Clinician

REPORTS TO: Behavioral Health Director, Health Center Director, Chief Operating Officer, President/CEO

**General Responsibilities:**

The Integrated Behavioral Health Clinician is embedded within the primary care teams and works directly with the teams to assess children and adolescents with behavioral health and/or substance use symptoms and to provide brief treatment to parents and children within the primary care setting. The IBH Clinician will expand the teams’ ability to effectively treat persons with chronic medical conditions by addressing behavioral factors that impact physical health.

**Essential Duties & Responsibilities:**

* Maintains an active presence on primary care clinical teams. Participates in daily team huddles, clinical staff meetings, multidisciplinary teams, and individual supervision sessions with coordinator/director.
* Consults with primary care providers in real time to assist patients and families with identified psychosocial issues. This is frequently done as a “warm hand off” during hours of clinical operation.
* Assists the primary care provider in recognizing, treating and managing mental health and psychosocial issues and acts as a contributing member to the primary care team.
* Triages both scheduled and immediate referrals from the medical teams, treating some with brief treatment/intervention and referring others to more appropriate resources. Advises the primary care provider about which patients are better served at the primary care setting and which should be referred for specialty services.
* Provides brief treatment interventions for mild to moderate behavioral health concerns as well as providing crisis intervention. Demonstrates competence in brief assessment, crisis management, triage, diagnosis, as well as mental health/substance abuse treatment and parent training within a brief solution-focused model.
* Conducts patient intakes for Behavioral Health Services focusing on diagnostic and functional evaluations and makes recommendations to the primary care provider concerning the treatment goals and plan for the child and family.
* Provides consultation and training to the primary care providers to enhance their skill and effectiveness in the identification of risk factors and the treatment of mental and behavioral health problems.
* Gives primary care providers timely feedback about the patient’s care, treatment recommendations, and progress via documentation in the patient’s electronic health record and verbal feedback.
* Initiates follow-up to ascertain how patients are doing and to determine if any changes in treatment approaches are indicated.
* Develops, where indicated, relapse prevention plans and helps patients maintain stable functioning.
* Assists in the detection of “at risk” patients and in the development of plans to prevent worsening of their condition.
* Monitors and coordinates the delivery of health services for patients as related to behavioral health care.
* Documents in the patients’ electronic health record in a complete and timely manner. All progress will be fully completed and signed within 48 hours of the encounter.
* Keeps the primary care providers fully informed of the patient and family’s needs and progress and works with the providers to formulate treatment plans.
* Provides patients and families with educational information so they can participate more fully in their and their child’s treatment and recovery.
* Helps the patients and families cope with chronic conditions like asthma, chronic pain, and diabetes.
* Assists the patients and families with skills of self-management of their medical treatment initiated by the primary care provider, such as coaching parents and offering other strategies to cope with medication side effects.
* Demonstrates customer-centered approach to treatment, as measured by respectful interactions with patients and their families, high patient satisfaction, and lack of patient complaints.
* Places high value on the treatment team, as measured by willingness to meet regularly, work collaboratively, and demonstrate flexibility when consulting with medical providers in the consultation and treatment of new patients, whether they are scheduled or referred as “warm hand-offs” or unscheduled emergencies.
* Demonstrates a thorough understanding of DSM V, as measured by thoroughness and accuracy of diagnostic formulations brought for review to the multidisciplinary team.
* Shows the ability to obtain relevant history and develop a conceptualization of the patient’s problem within time limited session(s), as measured by the quality of the written assessment and the timely case presentation to the multidisciplinary team.
* Demonstrates a thorough knowledge of effective treatment protocols for brief solution-focused interventions and necessary cultural competencies for treating children and adults with mental health / substance abuse issues, as well as, chronic disease lifestyle management.
* Adapts therapeutic strategies to individual characteristics of the patient, including but not limited to, disability, gender, sexual orientation, developmental level, culture, ethnicity, age, health status as measured by return visits and patient satisfaction.
* Participate in meetings, trainings, and supervision required by Agency and other trainings necessary for the maintenance of professional licensure and or/supervisory requests for growth and improvement.
* Performs other duties as requested.

**Supervisory Responsibilities:**

None

**Qualifications:**

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Requirements / Knowledge / Skill:**

* Ability to read, analyze, and interpret medical documentation, professional journals, and government regulations.
* Ability to write reports and correspondence.
* Ability to effectively present information and respond to questions from providers, hospitals, health center staff and patients and their families.
* Ability to develop effective interpersonal relationships with the health care team, providers, and management staff.
* Ability to perform duties and responsibilities across all life cycles (infants, children, adolescents, adults, prenatal and geriatric) required.
* Commitment to work in community health with the challenges of a high risk, and often uninsured and diverse patient population.
* Proven writing skills to document in a medical record and submit documentation.
* Strong/demonstrated communication skills, written and verbal, required.
* Ability to multi-task and manage concurrent situations.
* Flexibility to deal with noise, frequent interruptions and constant changes in schedules.
* Ability to perform responsibilities in a solution-focused model with appointments usually lasting less than 30 minutes.
* Function well in a team-approach, accepting the fact that they are not in charge of patient’s care.
* Proficiency in the identification and treatment of children’s and parent’s mental disorders
* Computer proficiency in Microsoft Office required.
* Previous experience in Electronic Health Records preferred.
* Knowledge of HIPAA regulations, as well as the confidentiality laws and policies for adolescent patients, and patients receiving substance use treatment.
* CPR certified.
* **Education**
	+ Masters in social work or mental health counseling, or Doctorate in psychology from an accredited college or university.
	+ Licensed in RI
	+ Training in child clinical work required
	+ Previous experience or internship in a medical setting which supports a primary care integration model preferred.
* **Language Skill:**
	+ Cultural sensitivity necessary to work with a diverse patient and staff population
	+ Bilingual ability in English and Spanish speaking abilities preferred

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* The employee frequently is required to stand, walk, and sit.
* Extensive eye contact with a computer screen.

**Work Environment:**

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

* Noise level is moderate.
* Activity is busy, fast-paced.

Employees can be identified at risk of infection. Refer to policy and Hazard Determination Assessment.

**Americans with Disabilities Act Statement:**

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job specific functions (listed within each job specific responsibility) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case-by-case basis.

I understand that my performance appraisal will be based, in part, on this job description taking into account any mutually agreed upon exceptions.

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| Signature of Integrated Behavioral Health Clinician |  | Date |

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| Approval of President/CEO | Date |