

JOB DESCRIPTION

Job Title: Behavioral Health Director	Approved By (HR):Teresa Mooney
Department Name: Behavioral Health	Date Revised (HR): 4/18/2018
Reports to (Title): Chief Executive Officer	Updated:
Date Prepared: 04/18/2018	Prepared By: Tiffany Ogle

JOB SUMMARY: Under the direction of the Chief Executive Officer, the Behavioral Health Director is responsible for the administration of the Department of Behavioral Health, including budgets, recruitment and development of BH staff. Responsible for overseeing all data collection as required for contracts, foundations and CQI. Compilation of reports for governmental agencies, foundations, CQI and others as required. HOPES has an integrated team model and approach to patient care. Part of the Behavioral Health Director’s responsibilities will also include participation in agency wide Patient Centered Medical Home activities to promote and enhance our patients care experience. This position is a vital part of our progressive Leadership Team, and participates actively with constant interactions across multiple departments to research and create best practice models, and programs to apply into our integrated health care setting.

In combination with administrative duties, the BH Director will also provide clinical behavioral health services in a manner that upholds HOPES’ mission and quality standards, and results in better patient health outcomes and overall satisfaction. Because quality is every employee’s responsibility, all of our BH therapists commit to upholding our policies that support participation in ongoing quality improvement processes and meetings.

EDUCATION/EXPERIENCE:

1. One of the following:
 - Master’s degree in counseling, social work, or related field, with a minimum of three to five years’ experience as a clinical therapist and a current license to practice in Nevada as a LCSW/LMFT
 - Doctoral degree in psychology, with a minimum of two years’ experience as a clinical therapist and a current license to practice in Nevada as a Psychologist.
2. 2 years’ experience in Behavioral Health administration.
3. Specialized training in Trauma Informed Care, Behavioral Health and administration

LEADERSHIP CORE COMPETENCIES, DUTIES AND RESPONSIBILITIES

Captures a Strategic Perspective and vision around Team Leadership, Decision Making, and Goal Setting. Demonstrates Composure, Accountability, and Communication styles that build upon and enhance our work environment.

Strategic Perspective- Emphasizes the broader, longer term vision and values of the agency, as a means for making decisions and actions.

1. Thorough knowledge of an integrated health care model and multi-disciplinary clinical environment.
2. Essential to have analytical, critical thinking and problem solving skills.
3. Develop and research best practices models of integrated Behavioral Health Services.

Team Leadership- States expectations, shares information and explanations, works to keep team strong and motivated. Proper use of authority in a fair and equitable style. Resolves conflict, conducts difficult conversations. Generates a long term vision with enthusiasm and commitment to team. Proven and respected leadership skills across the organization.

1. Ability to lead people and inspire individual contributors across multiple functions and activities, knows how to delegate authority and support workload with resources and direction.
2. Participate with the Leadership Team in the overall planning and organizational development of the Northern Nevada HOPES.
3. Embrace the philosophy, mission, and values of Northern Nevada HOPES. Adhere to the guidelines and procedures of Northern Nevada HOPES. Ex. HIPAA and OSHA requirements.
4. Responsible for writing and updating Behavioral Health's Policy and Procedures.

Goal Setting- Increases effectiveness by setting individual, team and organizational goals. Sets priorities and goals in response to assessing importance and urgency of broader and changing priorities, monitors progress and shares outcomes. Inquire for feedback, celebrates success and recognizes accomplishments.

1. Access electronic health information with proper level of authorization.
2. Fiscal allocation and responsibility of Behavioral Health budget.
3. Hires, leads, provides direction and supports all Behavioral Health therapists.
4. Responsible for knowledge and deliverables for Behavioral Health grants/contracts and required regulations.
5. Participate in FQHC and PCMH meetings, adherence and standards and delegating duties to fulfill requirements as needed.

Composure- responds constructively to emotional situations, when under high pressure and/or conflict. Models behavior and suspends judgement, seeks mutually agreed upon results and approaches conflict with an opportunity for resolution. Clarifies issues and diffuses conflict and crisis.

1. Ability to establish and maintain effective working relationships with a wide variety of people, including employees, patients other departments and the general public.

Accountability- demonstrates and communicates a high level of ownership and commitment to achieving results. Accepts responsibility for own behavior and job related tasks, clarifies with supervisor the expected behavior and results associated with role. Develops agreements with others on how success will be measured and accepts the consequences of own performance and avoids laying blame. Assumes responsibility for performance and results of entire team, acts immediately to provide feedback and involves others as appropriate to ensure consequences associated with behavior are appropriate and understood.

1. Knowledge of local resources and community services available for consumers.
2. Participates and is committed to CQI committee, including preparing for and attending meetings and participating in CQI projects, delegating and sharing CQI information to team as needed.
3. Responsive to monthly, quarterly, semi-annual and annual reporting as required and or requested.

Communication- Listens; speaks and writes clearly and concisely.

Listens in order to clarify information; sends both written and verbal messages in clear manner. Asks questions and/or summarizes understanding. Checks in for comprehension and understanding. Provides timely, appropriate and useful information to others, and tailors message to the needs of the audiences. Uses personal and organizational knowledge to enhance the value of information to others. Proposes uses for the information, makes point with resistant audience.

1. Excellent interpersonal, organizational and presentation skills.
2. Ability to communicate effectively, both oral and written.
3. Ability to read and understand written materials and ability to compose information and instruction in written form.

PRIMARY DUTIES AND RESPONSIBILITIES AS A BEHAVIORAL HEALTH THERAPIST:

- **Individual, Group, Couples, and/or Family Psychotherapy** – The Directors productivity expectation as a trained BHT is to maintain an average case load of 12 individuals/couples/families per week including:
 - Individual, couples, and/ or family consultation with patients
 - Functional and strength-based assessment and diagnosis
 - Psycho-education for patients and their support systems
 - Medication adherence counseling and disease self-management counseling
 - Motivational Interviewing to develop behavioral strategies aimed at symptom reduction
 - Brief problem solving cognitive intervention aimed at modifying negative thinking and promoting self-efficacy
 - Self-Care Plan development and skills training to facilitate disease self-management, improved coping, distress tolerance, stress reduction, and relaxation
 - Substance use/abuse evaluation, identification of maladaptive coping strategies, and development of harm reduction strategies
 - Other tasks as requested within the BHP scope of practice.
- **Consultations** – Provide PCPs consults to enhance understanding of the patient, provide decision support for treatment planning and assist in the implementation and monitoring of bio-psychosocial treatment plans.
- **Coordination of Care** – Provide consultation to and coordinate care of patients with health center primary care staff. Identify, refer, and advocate for patients needing specialty behavioral health service, and other services as needed.
- **Crisis Intervention** – Be immediately available to the health center staff during working hours in the event of a psychiatric emergency. Participate as a member of the health center staff in the event of any other kind of emergency.
- **Electronic Medical Record Documentation** – Complete all documentation as needed and required by contacted funding sources: including assessments, treatment plans, progress notes, and billing.
- **Specialty Behavioral Health** – Develop sustainable caseload providing psychotherapy using evidence based practices in a trauma informed care environment, with emphasis on prevention and substance abuse if required. Work with individuals and groups to promote optimum mental and emotional health. May help individuals deal with issues associated with trauma, addictions and substance abuse, family, parenting, marital problems, health and stress management, self-esteem, and aging.

Other Duties:

- Assist in provider training and education in mental health and substance use disorder treatment
- Participate in behavioral health quality improvement activities
- Participate in local behavior health trainings and conferences

REPORTING STRUCTURE:

Supervision Received: Reports to Chief Executive Officer

Supervision Exercised: Behavioral Health Department

CONTACTS:

Internal: Clients and Behavioral Health Department staff

External: Consumers, other Behavioral Health Organizations, Community based Organizations and regulatory agencies and Funders

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all duties and skills required in order to perform the work. The health center reserves the right to revise or

change job duties and responsibilities as the business need arises. Additionally, this job description is not intended as an employment contract, implied or otherwise, and the Center continues to maintain its status as an at-will employer. If the essential functions of this position cannot be performed in a satisfactory manner by the employee, reasonable accommodations may be made.

EMPLOYEE ACKNOWLEDGEMENT:

Employee Name

Employee Signature

Date

SUPERVISOR ACKNOWLEDGEMENT:

Supervisor Name

Supervisor Signature

Date