

JOB DESCRIPTION

JOB TITLE: Behavioral Health Specialist - OMHAS Certified Treatment Facility

JOB RESPONSIBILITIES: Responsible for conducting entry level tasks of a Behavior Health Clinician while performing safety and security duties under close supervision.

Essential functions of this job include, but are not limited to:

Reads, initials, and dates shift reports within first 60 minutes of shift.

Maintains an active presence on the floor (common and group room areas) by conducting frequent circulations of the unit at a minimum 30 minute intervals. Monitors clients to detect unusual or harmful behavior and immediately reports any concerns to supervisory or clinical staff. Checks for unsafe conditions and unit cleanliness. Documents and corrects conditions/takes steps to correct conditions as required.

Completes scheduled activities including, but not limited to: focus group activities, counseling groups under appropriate clinical supervision, intakes, random alco-sensor tests, urine drug screens, dorm/room searches, and emergency drills (fire, tornado, etc.) in accordance with established policies and procedures.

Monitors medication compliance and reports and documents any non-compliance to clinical and or medical staff.

Listens to all clients and provides emotional support and encouragement to them.

Participates in recreational activities with clients including card games, sports, puzzles, etc. Engages clients in exercises or activities and ensures their safety.

Encourages clients to attend and participate in clinical, social, educational, or recreational activities.

Understands and implements Individual Treatment Plans.

Intervenes as necessary in crisis situations to protect clients from injuring other clients, staff, and/or themselves according to policy.

Effectively communicates emergency situations in a timely manner to co-workers and a facility supervisor as required. Completes required documentation in an accurate timely manner.

Notifies a facility supervisor immediately when law enforcement officers, fire department, and/or EMS personnel are called to the unit. Documents same in an accurate and manner prior to the end of shift.

Maintains confidentiality of client files and individual client logs.

Accurately completes the following documentation during the shift: whereabouts/counts, shift reports, action reports, circulations, and daily clean up lists.

Completes clinical documentation in Care Logic for all clinical services provided under licensed clinical supervision in an accurate and timely manner.

Searches and accepts appropriate drop off items. Does not accept contraband and excess property into the facility. Maintains security of drop off items until they are given to clients.

Maintains clients' property storage area and accurate property log. Immediately inventories, packs, and secures property of AWOL, terminated, and hospitalized clients with another employee present at all times.

Remains at his/her post until relieved by another employee. If required to work additional hours, notifies a facility supervisor.

Keeps staff post clean. Monitors, orders, and maintains supplies and forms for each staff post. Remains awake and alert while on duty to ensure responsiveness to staff, client, and/or facility needs.

Records demographic information accurately in Care Logic as needed. Maintains the timeliness of documentation as outlined in facility protocols.

Inventories clients' property in an accurate manner. Stores property and ensures its security. Releases property in an accurate manner to clients who leave the unit.

Collects urine specimens in accordance with Agency policy and procedures.

Effectively orients clients to program and facility by explaining issues including, but not limited to: programming attendance expectations, the role of treatment assistants, rule infractions that may result in termination, the hours of service availability, clients' rights and the grievance procedure and costs for which they may be responsible. Introduces clients to staff and peers.

Observes unit life functions (e.g., environmental adjustment, etc.).

Accurately accounts for the whereabouts of each client by conducting and documenting unit whereabouts every thirty (30) minutes in accordance with Agency policy and procedures.

Accurately administers alco-sensor to clients as expected and documents results in Care Logic.

Completes intake documentation (e.g., consent for treatment, consents to release information, face sheet, etc.) and maintains this information in the electronic health record.

Coordinates the delivery of services and acts as an advocate in accessing other needed services.

Identifies and responds to crises that may negatively impact the community and/or treatment and, where possible, uses the negative events to enhance treatment efforts.

Provides clients education through lectures, the use of audio and visual equipment, and reading materials, under supervision. Informs clients about self-help groups and other community resources.

Provides case management to clients, assisting with connecting to community resources, under supervision.

Accepts training and coaching in developing counseling skills in order to facilitate enhanced programming groups.

Receives trainings of treatment department curriculums and learns the importance of maintaining the integrity and fidelity of the curriculum as assigned.

Observes and obtains practical experience in the 12 core functions of chemical dependency, under supervision.

Stays informed of current available community resources.

Maintains familiarity with current and available community resources and their limitations, the procedures for making referrals and the confidentiality requirements inherent to the referral process so that community resources are used to benefit clients.

Complies with documentation requirements for activities (e.g., group notes, treatment procedures, and discharge summaries) and in the preparation of required reports.

Maintains ability to type/use computer and all programs implemented by the Agency.

Recognizes the need for case consultation by participating in email communication, case reviews, maintaining contact with referring professionals, and seeking assistance in matters that exceed the Treatment Assistant - Detox level of expertise and/or scope of practice.

Continues professional training and stays current in professional developments in order to maintain a CDCA.

COMMUNICATION AND INTERPERSONAL SKILLS

Facilitates and maintains productive communication while maintaining a professional, prosocial relationship with clients and employees.

Maintains appropriate boundaries with clients and employees as outlined in Agency Code of Ethics and other policies.

Expresses empathy regarding client situations as appropriate.

Recognizes antisocial thinking and behaviors. Addresses them immediately, positively, and in a non-threatening manner.

Acknowledges clients' prosocial behaviors.

De-escalates potentially volatile situations between clients when necessary utilizing cognitive-based intervention strategies.

Effectively communicates pertinent information at shift change to co-workers and/or program management staff (e.g., client hospitalizations, suicide watches, federal incident reports, ASA /escaped clients, unknown whereabouts).

Maintains telephone coverage during hours on duty. Answers calls courteously and professionally, directs calls appropriately, and takes accurate messages as necessary. Interacts professionally with employees, visitors, guests, law enforcement, court, and safety personnel.

MODELING SKILLS

Speaks positively about the program, Agency, and employees.

Speaks positively about programming, law enforcement, courts, and the law in general.

Displays prosocial thinking and prosocial behavior.

Demonstrates respect toward employees and clients.

KNOWLEDGE

Facilitates groups as assigned or directed.

Assists clients in role playing difficult situations to achieve a more positive result.

Assists clients in efforts to problem solve

Demonstrates an understanding of the principles of cognitive-behavioral therapy.

Demonstrates an understanding of the principles of social learning.

Demonstrates an understanding of the principles of Mental Health First Aid

OTHER

Ensures clients' rights are upheld. Maintains client and staff confidentially according to Agency policies and procedures; state law; and federal regulations to include Confidentiality on Alcohol and Drug Abuse Patients Records, 42 C.F.R. Part 2 and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. Parts 160 and 164.

Complies with all Agency security standards, including procedures and electronic equipment/devices.

Obtains required training hours on an annual basis.

Attends staff meetings and required training sessions.

This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other duties requested by his/her supervisor.

Regular work schedule of 40 hours per week for designated full-time.

STRENGTH RATING/

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee frequently is required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK

ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

QUALIFICATIONS: High School diploma or equivalent. Must complete 40 hours of training in the first 60 days of hire to become a Qualified Behavior Health Specialist under the Medicaid guidelines. Must be eligible and willing to obtain a CDCA within three months of working in the facility. Must be willing to demonstrate a positive attitude regarding the disease concept of addiction. Must possess excellent written and verbal communication skills. Familiarity with regulations governing the disclosure of client information and storage of client records required. Valid driver's license and a

driving record that does not preclude the employee from being covered from Agency liability insurance. Must have the ability to effectively work with Agency employees, outside contacts, and a diverse client population.

SUPERVISED BY: Clinical Manager or designee

SUPERVISES: No one