

**Open Door Health Services  
Job Description**

**Title:** Behavioral Health Specialist  
**Department:** Medical Services  
**Reporting Relationship:** Medical Director & COO  
**Classification:** Non-exempt – part time

**General Summary of Duties:** Under direction of the Medical Director plans, organizes, and implements behavioral health services to patients and families.

**Typical Physical Demands:** May require sitting for long periods of time. Occasional bending, stretching or lifting. May require contact with individuals with communicable diseases. Requires the ability to work under high stress conditions for various periods of time. Ability to hear normal ranges of voice. Ability to prepare written reports and use telephone equipment.

**Typical Working Environment:** Work is performed primarily in a normal office environment. May involve occasional need to work evenings or weekends. Work may require occasional travel. Occasional exposure to communicable disease and other conditions in a clinic setting. Category III- tasks of employment do not involve contact with blood or body substances and the performance of Category I or II tasks are not a condition of employment.

**Privacy Category:** Functions in the Medical Level. Those areas included in the Privacy Category are listed under Specific Duties/Responsibilities.

**Specific Duties/Responsibilities:**

- Works as a team member with primary care staff serving as member of Medical/Behavioral Health Integration Team.
- Provides evidence-based behavioral health assessments and treatment.
- Makes independent decisions regarding needs of the patients, collaborating with primary care staff in providing behavioral health services.
- Maintains required patient records and other written information as required.
- Facilitates the patient receiving other behavioral health services as needed such as Inpatient, Intensive Outpatient, and Psychiatric care.
- Provides consultation and information to primary care staff regarding pertinent behavioral health issues.
- Maintains patient confidentiality.
- Works to acquire knowledge of medical issues pertinent to the provision of effective behavioral health services.
- Maintains departmental policies and procedures and ensures quality of care with respect and sensitivity to the needs of the clients we serve.
- Participates in professional development activities and maintains professional affiliations.
- Maintains patient confidentiality.
- Complies with all agency policies and procedures concerning corporate compliance including privacy of protected health information.

- Performs related work as required and other duties as assigned.

**Performance requirements (Knowledge, Skills, and Abilities):**

- Knowledge of and skill in providing behavioral health assessment and treatment specifically in an evidence-based manner.
- Knowledge of organizational policies, regulations and procedures in the provisions of services for both ODBMH and CMHS.
- Skill in working closely as a team member with primary care staff.
- Skill in providing information about behavioral health issues to primary care staff and to patients.
- Skill in acquiring knowledge of medical issues from primary care staff as needed to provide effective service to patients.
- Skill in maintaining effective working relationships with patients, staff and the public.
- Valid Indiana Driver's License and ability to travel as needed.
- Ability to be flexible in providing services.

**Special Requirements:**

- Skill in exercising a high degree of initiative, judgment, discretion, and decision making to achieve organizational/departmental objectives.
- Ability to organize, coordinate and monitor work assignments.
- Ability to prioritize work assignments and departmental responsibilities.
- Possess understanding of individual's socioeconomic status and life-style with respect for individual differences.
- Able to function as a member of a multidisciplinary team.

**Education:** Graduate degree in Social Work or Psychology from an accredited institution.

**Experience:** Three years of post-graduate experience in a clinical setting preferred.

**Licensure:** Possession of a valid license from the Indiana Health Professions Bureau in the appropriate discipline. Possession of a valid Indiana Driver's License.

The above job description has been explained to me and I understand the contents and responsibilities. I have received a copy of my job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: 02/09/10