



521 4th Street Havre, Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • www.bullhook.com

Inspiring a healthy community through patient-centered care.

Job Title: Behavioral Health Specialist (LCSW/LCPC)

Department: Behavioral Health

Supervisor: Chief Behavior Health Officer/Behavioral Health Manager

Salary: To be determined based on experience

Job Overview: Provides, oversees and/or administers a wide range of psychological evaluation/assessment, diagnostic, counseling therapy, crisis intervention, and/or case management services in a clinical environment which requires a high degree of independent decision-making and program administration. Leads and trains lower level counselors/social workers, and/or interns engaged in related therapeutic/patient care activities, as appropriate to the individual position.

Essential Functions (Major Duties or Responsibilities): Position requires: a) provision of intensive, integrated professional mental health services and treatment planning in a clinical and/or outpatient environment; b) provision of professional leadership in the determination of appropriate therapeutic approaches and methods; c) planning and implementing outreach/education programs, workshops, and activities; d) supervising clinical activities of therapists, students, and/or interns within area of specialty; e) establishment and maintenance of case files and related documents for clinical and legal purposes.

1. Provides counseling, therapy, and/or psychotherapy to clients and families as appropriate to the position; prepares treatment plans, discharge plans, and follow-up care programs; provides therapeutic crisis intervention and emergency services as required.
2. Collects data about patients through interview, case history, psychological tests, and/or observational techniques; evaluates data to identify causes of problems and to determine proper therapeutic approach or referral to other specialists.
3. Consults with other therapists and related professional and paraprofessional staff, as appropriate, in the performance of therapeutic and/or casework; refers clients to appropriate service agencies as required.
4. Provides and/or arranges for therapeutic interventions as appropriate for patients or clients in a crisis condition and for those with serious disturbance problems.
5. Refers clients to appropriate social service agencies for financial assistance and other required services.
6. Follows up to determine reliability of treatment used; changes method and degree of therapy when indicated.
7. Establishes and maintains case files, referrals, and other related documents for the treatment of clients; prepares related documentation for civil commitment hearings or other legal proceedings; keeps abreast of patient data to ensure appropriate treatment and care are delivered.
8. Consults with other legal and treatment agencies and individuals in relation to patient client records, rights, and responsibilities.
9. Plans and facilitates community outreach and education activities, as appropriate to the position; may serve as a liaison and representative to community organizations and schools.



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10. As appropriate to the position, performs various administrative functions such as monitoring budgets and preparing reports and correspondence; may participate in a variety of research projects to develop service plans, and may propose changes to program policies and procedures.
11. May provide formal teaching, consultation, and in-service training to relevant professionals in immediate and proper handling of and/or referral of a variety of matters.
12. Performs miscellaneous job-related duties as assigned.

Minimum Qualifications (Education and Experience): Master's degree in Counseling, Social Work, or an equivalent field; experience that is directly related to the duties and responsibilities specified. Current State of Montana Licensed Clinical Social Worker (LCSW) - license in good standing required or license eligible. Candidates should have some experience in pediatric social work, with some training in trauma work; MT Driver's License.

Knowledge, Skills and Abilities (KSA's): Knowledge and understanding of clinical social work and mental health counseling principles, methods, procedures, and standards. Knowledge of psychological testing interpretation. Interviewing and psychological/developmental evaluation skills. Skill in preparing and maintaining patient records. Knowledge of community mental health resources. Knowledge of clinical operations and procedures. Ability to create, compose, and edit written materials. Ability to make administrative/procedural decisions and judgments. Ability to maintain emotional stability to cope with human suffering, emergencies, and other stresses. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to evaluate the progress of therapeutic programs and to make individual modifications. Knowledge of crisis intervention techniques. Knowledge of the principles and methods of social and vocational rehabilitation as they relate to mental health clinical practices. Ability to observe, assess, and record symptoms, reactions, and progress. Knowledge of legal and ethical issues related to patients' rights. Knowledge of community support services and funding agencies. Knowledge of community health care and vocational services.

Physical and Environmental Demands: Work is performed in an office and clinic setting; stands, walks with intermittent sitting; reaches for and uses writing instruments and keyboard; reads reports and other written materials; extensive use of telephone and oral communication with the public and coworkers; stoops; bends; kneels; reaches for; picks up; and pushes or pulls; ability to lift up to 30 pounds.

Special Requirements: Performs duties in the deliverance of health services. Hazardous risks may include exposure to infected body fluids, sharp instruments and chemicals, requires adherence to universal safety precautions.

Bullhook Community Health Center truly believes that each employee makes a significant contribution to the exceptional care of our patients and the health of our community. That contribution is not limited by assigned responsibilities.

This position description is designed only to outline primary duties, qualifications, and scope, but not limit employees or BCHC to the work identified. It is our expectation that each employee will work together as a team treating one another with respect as well as offer his/her services wherever and whenever necessary, and continually contribute to ensure the integrity of our team and provide the best possible care for our patients.

Signatures



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My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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CEO/COO Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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**Bullhook Community Health Center (BCHC) is an equal opportunity employer. BCHC shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

Position Expectations

Team Approach: Managing patient care is a team effort that involves clinical and nonclinical staff (i.e., physicians, nurse practitioners, physician assistant, nurses, medical assistants, schedulers, billers and front-end staff) interacting with patients and working as a team to achieve stated objectives. Emphasis is on ongoing interactions of team members to discuss roles, responsibilities, communication and patient hand-off, working together to provide and enhance the care provided to patients. All staff are members of the team. Involvement of the patient/family/caregiver with care team members is critically important to patient-centeredness.

Position: Behavioral Health Specialist (LCSW)

Hours: 40 hours per week