

**JOB DESCRIPTION**

**POSITION TITLE:** Integrated Behavioral Health Counselor **REPORTS TO:** IBH Supervisor

**DEPARTMENT:** Behavioral Health **EMPLOYMENT STATUS:** Salary, Exempt - Professional

**LOCATION:** Bellingham or Ferndale

**JOB PURPOSE:**

The co-located, collaborative IBH provider is a member of the primary care clinic’s health care team who assists the primary care provider (PCP) in managing the overall health of their enrolled population. The IBH provider’s goals are to help improve recognition, treatment, and management of psychosocial/behavioral problems and conditions in the enrolled population. This position will provide consultation services to all patients referred by the primary care team. This position will deliver brief, consultation-based services in the primary care clinic to patients and PCP’s using an integrated care model. This position responds to urgent and emergent BH issues that arise in the clinic. IBH provider works with patients to identify health goals and to achieve behavior change which will help achieve health goals. IBH provider works to identify and reduce challenges in life domains which impeded the achievement of health goals. UCNW manages patient care using a team-based approach in our interactions with patients and working to achieve stated objectives and outcomes.

**JOB QUALIFICATIONS:**

**Education & Experience:**

* Master’s Degree in Clinical Social Work or Mental Health Counseling.
* Minimum of two years direct clinical experience required.
* Current CPR & BLS certification required.

**Certification and Licensure:** Washington State Licensed Independent Clinical Social Worker (LICSW), preferred. Washington State Licensed Mental Health Counselor, Marriage & Family Therapist License or Psychologist (required if not LICSW). Mental Health Professional (MHP) acknowledgment or qualifications to be acknowledged as an MHP from the Department of Behavioral Health and Recovery (DBHR) required.

**Specialized Skills & Knowledge:**

* Specialized training and/or experience in the principles of integrating behavioral health assessment and treatment in the primary care setting.
* Demonstrated competency and experience in providing clinical services using behavioral medicine techniques (e.g., chronic diseases management, weight management, tobacco cessation, stress management, etc.)
* Experience working with screening tools, evidence-based counseling techniques, brief treatment (e.g. CBT, MI), crisis intervention, complex and chronic mental illness, and substance abuse in a multi-disciplinary team setting.
* Skilled with formulating behavioral health interventions appropriate to primary care setting, and assisting with implementation of primary care treatment plans.
* Experience working with patients who have co-occurring mental health, substance abuse, and physical health problems.
* Working knowledge of psychopharmacology.
* Knowledge of general medical practice models and processes such as office procedures, medical records, health insurance, etc.;
* Knowledge of clinical data collection and analysis strategies, needs assessments and program development.
* Skilled in BH assessments, consultation with primary care team/behavioral health team and report writing.
* Skilled in support group organization and facilitation as well as teaching /facilitating psycho-educational groups.
* Demonstrated ability to work independently and in crisis situations, as well as collaborate effectively in a team setting.
* Knowledge of the assessment and treatment of the full range of mental disorders and familiarity with use of psychotropic medications
* Knowledge of the local community and private mental health and human services resources
* Knowledge of HIV/AIDS issues including prevention, medications and psychosocial aspects
* Skilled in counseling skills including short term treatment and crisis intervention
* Possesses BH clinical skills including, but not limited to: mental health assessments, screening and referrals; direct individual therapy/crisis intervention; organization and facilitation of psycho-educational and support groups; case management, outreach, pharmacological management; documentation of assessments and progress notes
* Must be able to follow all UCNW protocols, including those related to clinic administration, patient care, and completion of timely chart notes.

**Blood-Borne Pathogens Exposure:** Category: II

This position’s roles and functions in our team-based model include:

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| **JOB DUTIES AND RESPONSIBILITIES** | **JOB PERFORMANCE STANDARDS** |
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| **Communication:** | 1. Asks for direction when unsure of job expectation. |
|  | 1. Makes suggestions and addresses concerns in a constructive manner. |
|  | 1. Utilizes appropriate channels of communication in problem-solving and conflict resolution. |
|  | 1. Communicates effectively and courteously to all UCNW staff. |
| **Organization & Time Mgmt.:** | 1. Does not allow personal issues to interfere with workload; keeps social interaction with other staff to a minimum. |
|  | 1. Takes and returns from breaks and lunch times in a timely manner. |
|  | 1. Maintains a clean, orderly and professional work area. |
|  | 1. Seeks out appropriate uses of time during non-busy periods. |
| **Safety/CQI:** | 1. Ensures safe work environment and promotes accident prevention. |
|  | 1. Utilizes cause for concern form to identify situations that have an impact on care delivery, safety or customer service. |
| **Work Ethic:** | 1. Consistently demonstrates strict adherence to policies and procedures. |  |
|  | 1. Takes responsibility for own actions and seeks to correct any mistakes. |  |
|  | 1. Consistently reports to work on date and time scheduled. |
|  | 1. Self-initiates and follows through on assignments in a timely manner. |
| **Team Contribution:** | 1. Participates in and supports team meetings, activities, and/or problem solving. |
|  | 1. Promotes positive team work and cohesiveness between all staff. |
|  | 1. Provides constructive and creative recommendations for improvements in own area of responsibility or the clinics system as a whole. |
|  | 1. Acts as a resource, communicates appropriate knowledge, skills and conduct. |
| **Service Excellence:** | 1. Maintains a high level of quality, accuracy and neatness in work performed. |
|  | 1. Remains calm and tactful during stressful situations, emergencies and confrontations. |
|  | 1. Prioritizes customer service and customer satisfaction. |
|  | 1. Demonstrates an awareness of and commitment to the goals and mission of UCNW. |
| **Professionalism:** | 1. Maintains appropriate personal boundaries with clients. |
|  | 1. Accepts supervision and criticism in a constructive manner. |
|  | 1. Maintains professional appearance appropriate for position. |
|  | 1. Maintains organizational and patient confidentiality. |
|  | 1. Demonstrates an ability to adapt to change. |
| **Job Specific Duties:** | 1. Support and closely coordinate behavioral health care with the patient’s primary care provider and other providers treating behavioral health. |
|  | 1. Screen and assess patients for common mental and substance abuse disorders. |
|  | 1. Provide patient education about common mental and substance abuse disorders and available treatment options. |
|  | 1. Monitor clients (in person or by telephone) for changes in clinical symptoms and treatment side effects or complications. |
|  | 1. Support psychotropic medication management prescribed by PCPs, focusing on treatment adherence, attention to side effects, and effectiveness of treatment. |
|  | 1. Provide brief counseling or psychotherapy using evidence-based techniques such as behavioral activation, motivational interviewing, or other relevant skills. |
|  | 1. Provide or facilitate in-clinic or outside referrals to evidence-based psychosocial treatments (e.g. CBT, IPT, PST) as clinically indicated |
|  | 1. Participate in scheduled caseload consultation with the consulting team psychiatrist and communicate resulting treatment recommendations to the patient’s PCP. These consultations will primarily focus on patients who are new to treatment or who are not improving as expected. |
|  | 1. Facilitate patient engagement and follow-up in mental health care. |
|  | 1. Track patient follow-up and clinical outcomes using appropriate data tracking systems (e.g. EMR, MHITS). Document in-person and telephone encounters and use the system to identify and re-engage patients who may be lost to follow-up. |
|  | 1. Document patient progress and treatment recommendations in so that they can be easily shared with PCPs, the consulting psychiatrist, and other treating providers and/or clinic staff. |
|  | 1. Facilitate care plan changes for patients who are not improving as expected in consultation with the PCP and the team psychiatrist. These may include changes in medications or psychosocial treatments or appropriate referrals for additional services. |
|  | 1. Facilitate referrals for clinically indicated services outside the primary care clinic (e.g. social services such as housing assistance, vocational rehabilitation, mental health specialty care, substance abuse treatment). |
|  | 1. Complete relapse prevention plans with clients who are in remission. |
|  | 1. Participate in training as requested. |
|  | 1. Provide ongoing, extended care management and counseling as assigned on a limited basis. This may include addressing legal issues as they arise that involve EMR/chart review and preparation of correspondence |
|  | 1. Provide consultation and support to peers and interns. Supervise interns as assigned. |
|  | 1. Maintain appropriate and required standards for the position and state licensure. |
|  | 1. Provide coverage for the Community Specialty BH Counselor Worker duties as needed. |
|  | 1. Maintains and utilizes patient registry to follow progress of patients in improving parameters of health. |
|  | 1. Screen, prioritize and facilitate access for patients in need of BHC services. |
|  | 1. Facilitate and participate in the ongoing development of procedures to promote appropriate BH access and care. |
|  | 1. Responsible for accurate documentation and knowledge of billing required to appropriately bill diagnostic and procedure codes for services provided. |
|  | 1. Other duties as assigned. |

**PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:**

In a typical day, this job involves the activities listed below. Indicate the frequency of performance of each activity by placing a check mark (✓) in the appropriate column.

R = rarely *(less than 0.5 hour per day)*

O = occasionally *(0.5 to 2.5 hours per day)*

F = frequently *(2.5 to 5.5 hours per day)*

C = continually *(5.5 to 8 hours per day)*

NA = not applicable

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| **Physical Activity** | **R** | **O** | **F** | C | **NA** | **Describe any job duty which requires repetition or a unique application of the activity.** |
| Sitting |  |  |  | X |  |  |
| Stationary standing |  | X |  |  |  |  |
| Walking |  | X |  |  |  |  |
| Ability to be mobile |  |  |  | X |  |  |
| Crouching (bend at knee) |  | X |  |  |  |  |
| Kneeling/crawling | X |  |  |  |  |  |
| Stooping (bend at waist) |  | X |  |  |  |  |
| Twisting (knees/waist/neck) |  | X |  |  |  |  |
| Turning/Pivoting |  | X |  |  |  |  |
| Climbing |  |  |  |  | X |  |
| Balancing |  |  |  |  | X |  |
| Reaching overhead |  | X |  |  |  |  |
| Reaching extension |  | X |  |  |  |  |
| Grasping |  |  | X |  |  | Grasping files; Mouse |
| Pinching |  | X |  |  |  |  |
| Pushing/Pulling: |  |  |  |  | X |  |
| Typical weight:  Circle the appropriate weight in pounds  1-10 11-20 21-30 31-40  41-60 61-80 81-100 >100 |  |  |  |  |  |  |
| Maximum weight:  Circle the appropriate weight in pounds  1-10 11-20 21-30 31-40  41-60 61-80 81-100 >100 |  |  |  |  |  |  |
| Lifting/Carrying: |  | X |  |  |  | Files & supplies |
| Typical weight:  Circle the appropriate weight in pounds  **1-10** 11-20 21-30 31-40  41-60 61-80 81-100 >100 |  |  |  |  |  |  |
| Maximum weight:  Circle the appropriate weight in pounds  1-10 11-20 21-30 31-40  **41-60** 61-80 81-100 >100 |  |  |  |  |  |  |
| Other physical activities |  |  |  |  |  | Keyboarding & data entry |
|  |  |  |  |  |  |  |
| **Sensory Activities** | **R** | **O** | **F** | **C** | **NA** | **Describe any job duty which requires repetition or a unique application of the activity.** |
| Talking in person |  |  |  | X |  |  |
| Talking on telephone |  |  |  | X |  |  |
| Hearing in person |  |  |  | X |  |  |
| Hearing on telephone |  |  |  | X |  |  |
| Vision for close work |  |  |  | X |  | Computer screen & reading |
| Other sensory requirements |  |  |  |  |  |  |

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| **Environmental Factors** | **SPECIFY** | | | | | |
| Safety requirement:  -clothing  -required safety equipment  -activities performed |  |  |  |  |  |  |
| Exposures:  -fumes  -chemicals  -blood or other bodily fluids  -cold/heat  -dust |  |  |  |  |  |  |
| Operation of equipment, vehicles or tools |  |  |  |  |  |  |
| Required infection control standards |  |  |  |  |  |  |
| Other environmental factors |  |  |  | X |  | Proper ergonomic form should be followed in this office setting |

I, the undersigned, acknowledge that I have read the above job description and agree that it defines the position as it currently exists. The undersigned also understand that the above is intended to describe the general content of and requirements for performance of this job. It is not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor.

**Employee Signature: Date:**

**Supervisor Signature: Date:**