

POSITION TITLE: Community Specialty BH Counselor/Social Worker **REPORTS TO:** Community Specialty BH Supervisor

DEPARTMENT: Behavioral Health

EMPLOYMENT STATUS: Salary, Exempt – Professional

LOCATION: Bellingham or Ferndale

JOB PURPOSE:

This position provides outpatient, comprehensive Behavioral Health (BH) counseling services. Provides individual counseling, case management, crisis stabilization, suicide risk assessment, treatment planning, and may lead groups. In addition, they will provide referrals and coordination with medication providers, primary physicians and other community agencies. CSBH Counselor/Social Worker works with patients to identify health goals and to achieve behavior change which will help achieve health goals. Community Specialty BH Counselor/Social Worker collaborates with patients and their families' resiliency/recovery goals that identify mental health needs, physical health care, substance abuse, risk factors, and daily activities such as housing and employment to achieve desired outcomes. UCNW manages patient care using a team-based approach in our interactions with patients and working to achieve state 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 Mental Health Counselor, Marriage & Family Therapist License, Psychologist or Licensed Independent Clinical Social Worker required.

Specialized Skills & Knowledge:

- Knowledge of NSMHA's Regional Support Network (RSN) and state mental health system functions, requirements, and changes, or proven ability to gain this knowledge

- 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
- Able to perform BH assessments and report writing
- Skilled in counseling skills including short term treatment and crisis intervention
- Skilled in support group organization and facilitation as well as teaching /facilitating psycho-educational groups.
- 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:

JOB DUTIES AND RESPONSIBILITIES	JOB PERFORMANCE STANDARDS
Communication:	1. Asks for direction when unsure of job expectation.
	2. Makes suggestions and addresses concerns in a constructive manner.
	3. Utilizes appropriate channels of communication in problem-solving and conflict resolution.
	4. 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.
	2. Takes and returns from breaks and lunch times in a timely manner.
	3. Maintains a clean, orderly and professional work area.
	4. Seeks out appropriate uses of time during non-busy periods.

Safety/CQI:	1. Ensures safe work environment and promotes accident prevention.
	2. 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.
	2. Takes responsibility for own actions and seeks to correct any mistakes.
	3. Consistently reports to work on date and time scheduled.
	4. 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.
	2. Promotes positive team work and cohesiveness between all staff.
	3. Provides constructive and creative recommendations for improvements in own area of responsibility or the clinics system as a whole.
	4. 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.
	2. Remains calm and tactful during stressful situations, emergencies and confrontations.
	3. Prioritizes customer service and customer satisfaction.
	4. Demonstrates an awareness of and commitment to the goals and mission of UCNW.
Professionalism:	1. Maintains appropriate personal boundaries with clients.
	2. Accepts supervision and criticism in a constructive manner.
	3. Maintains professional appearance appropriate for position.
	4. Maintains organizational and patient confidentiality.
	5. 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 and or substance abuse.

2. Screen and assess patients for common mental and substance abuse disorders.
3. Provide patient education about common mental and substance abuse disorders and available treatment options.
4. Monitor clients (in person or by telephone) for changes in clinical symptoms and treatment side effects or complications.
5. Support psychotropic medication management prescribed by Psychiatry and/or PCPs, focusing on treatment adherence, attention to side effects, and effectiveness of treatment.
6. Provide brief and or long term counseling or psychotherapy using evidence-based techniques such as behavioral activation, motivational interviewing, or other relevant skills.
7. Participate in regularly scheduled) caseload consultation with the Behavioral Health Team.
8. Facilitate patient engagement and follow-up in mental health care; including patient engagement in developing treatment plan with resiliency/recovery goals.
9. Performs documentation in electronic medical records or other systems as directed in a timely manner. Chart notes are completed within 48 hours. Adhere to documentation standards as required by NSMHA's policy and procedures.
10. With the assistance of the BH Case Managers, 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).
11. Complete relapse prevention plans with clients who are in remission.
12. Maintain appropriate and required standards for the position and state licensure.
13. May facilitate patient therapy groups.
14. Provide coverage for the IBH Counselor/Social Worker duties as needed.
15. Responsible for accurate documentation and knowledge of billing required to appropriately bill diagnostic and procedure codes for services provided.
16. Maintains and utilizes patient registry to follow progress of patients in improving parameters of health.
17. 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

Physical Activity	R	O	F	C	NA	Describe any job duty which requires repetition or a unique application of the activity.
Sitting						
Stationary standing						
Walking						
Ability to be mobile						
Crouching (bend at knee)						
Kneeling/crawling						
Stooping (bend at waist)						
Twisting (knees/waist/neck)						
Turning/Pivoting						
Climbing						
Balancing						
Reaching overhead						
Reaching extension						
Grasping						
Pinching						
Pushing/Pulling:						
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:						
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						
Sensory Activities	R	O	F	C	NA	Describe any job duty which requires repetition or a unique application of the activity.
Talking in person						
Talking on telephone						
Hearing in person						
Hearing on telephone						
Vision for close work						
Other sensory requirements						

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						

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:** _____