

**JOB DESCRIPTION**

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<b>POSITION TITLE:</b>	Behavioral Health Specialist
<b>LOCATION:</b>	HOPE Clinic
<b>REPORTS TO:</b>	Behavioral Health Director
<b>EDUCATION:</b>	Master's degree in a behavioral science or related field and a professional mental health license.
<b>WORK EXPERIENCE:</b>	Minimum of two years of experience working with children, families, and other individuals with behavioral health issues
<b>SALARY RANGE:</b>	Depend on Experience
<b>FLSA STATUS:</b>	Exempt
<b>POSITION TYPE:</b>	Full-Time
<b>LANGUAGE:</b>	Fluent in English; Bilingual in English and Spanish, Arabic, Burmese, Chinese or other languages is strongly preferred

*HOPE Clinic is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including but not limited to disability, race, creed, color, age, sex, religion, political or other opinion, national or social origin, etc.*

**JOB SUMMARY:**

The Specialist will be responsible for providing clinical services to a wide range of individuals and families including but not limited to foster children, their biological families, foster families and/or adoptive families as well as other children, adolescents, adults and families covered by other insurance plans/payers as assigned.

**MAJOR DUTIES & RESPONSIBILITIES:**

- Complete initial diagnostic assessments on all patients assigned to determine treatment needs, as well as conduct ongoing assessments to determine when clinical goals have been achieved and service delivery is no longer indicated;
- Develop and implement initial treatment plans and update treatment plans to include age appropriate clinical interventions/objectives/goals that are observable and measurable;
- Provide support and crisis management services as needed or as requested by supervisor;
- Prepare and maintain all required treatment records, documentations and reports in the electronic records;
- Maintain confidentiality of records relating to clients' treatment;
- Encourage patients to express their feelings and discuss what is happening in their lives, helping them to develop insight into themselves or their relationships;
- Collect information about clients through interviews, observation, or tests;

- Fill out and maintain client-related paperwork, including federal- and state-mandated forms, client diagnostic records, and progress notes;
- Counsel clients or patients, individually or in group sessions, to assist in overcoming dependencies, adjusting to life, or making changes;
- Evaluate clients' physical or mental condition, based on review of client information (e.g. suicide risks, etc);
- Act as client advocates to coordinate required services or to resolve emergency problems in crisis situations;
- Modify treatment activities or approaches as needed to comply with changes in clients' status;
- Evaluate the effectiveness of counseling programs on clients' progress in resolving identified problems and moving towards defined objectives;
- Collaborate with other staff members to perform clinical assessments or develop treatment plans;
- Monitor clients' use of medications;
- Learn about new developments in counseling by reading professional literature, attending courses and seminars, or establishing and maintaining contact with other social service agencies;
- Refer patients, clients, or family members to community resources or to specialists as necessary;
- Gather information about community mental health needs or resources that could be used in conjunction with therapy;
- Supervise other counselors, social service staff, assistants, or graduate students;
- Plan or conduct programs to prevent substance abuse or improve community health or counseling services;
- Close all charts within forty eight (48) hours by the end of the week; as required by contacted funding sources: including assessments, progress notes, and billing;
- Abides by clinic's policies and procedures and Behavioral Health Department Policies and Procedures;
- Attend on-site/off-site community engagement activities and on-site/off-site clinic events as needed;
- Perform other duties as assigned to support HOPE Clinic's Mission, Vision, and Values.

**QUALIFICATION REQUIREMENTS:**

- Licensed LMFT, LPC, LCSW, Psy.D. or Ph.D;
- Current license to practice in Texas;
- Bilingual (Vietnamese, Chinese, Arabic and/or Spanish with English) is strongly preferred;
- Valid driver's license and reliable transportation;
- Abide by respective licensing board Code of Ethics.

**TRAVEL REQUIREMENTS:**

- Ability to travel to satellite sites and/or off-site locations for events or training as needed;
- Proof of liability and property damage insurance on vehicle used is required.

**EDUCATION and/or EXPERIENCE:**

Master's Degree, PhD., or PsyD. With minimum of two years of experience working with children, families, and other individuals with behavioral health issues. Experience with foster and/or adoptive children and families and knowledge of the DFPS system is preferred.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general health and social services guidelines, technical procedures or governmental regulations. Ability to write reports, health correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups or patients, center staff, and the general public.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

- Above average skills in language ability as well as public speaking and writing;
- Strong clinical and assessment skills, cultural competence, basic casework skills (referrals, advocacy);
- Competency in providing cognitive and behavioral interventions to children, adolescents and adults;
- Excellent interpersonal skills and ability to work collaboratively with primary care staff, patients and other behavioral health clinicians.

**LEADERSHIP RESPONSIBILITIES:**

No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice, and training staff.

**WORK COMPLEXITY/INDEPENDENT JUDGEMENT:**

Work tasks are complex, non-routine, non-structured and guided by established policies and procedures. Independent clinical judgment is required outside of making basic choice in the selection and application of established methods. The job received frequent, ongoing supervision.

**PROBLEM SOLVING:**

Decisions are made on matters that can greatly affect HOPE Clinic Patients. Specific job

activities and results are typically reviewed closely. There is room for developing new ideas or changes in methods, procedures or services that are rendered to patients.

**COMMUNICATION/INTERACTIONS:**

Information sharing - gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with patients, own supervisor and coworkers in own and other departments.

**IMPACT OF DECISIONS:**

Follow rules and procedures. Decisions can have minimal or no impact to HOPE Clinic. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

**PATIENT RELATIONSHIPS:**

Follow through with patient inquiries, requests and complaints. Forward difficult and non-routine inquiries or requests to appropriate level for resolution.

**AMERICANS WITH DISABILITIES SPECIFICATION:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, stoop, kneel, and use hands and fingers to operate a computer and telephone keyboard reach;
- Specific vision abilities required by this job include close vision requirements due to computer work;
- Light to moderate lifting (up to twenty pounds) is required;
- Ability to uphold the stress of assisting patients of diverse backgrounds;
- Regular, predictable attendance is required.

**WORKING/ENVIRONMENTAL CONDITIONS:**

Work is normally performed in a typical health clinic work environment which may or may not subject the employee to hazardous or unpleasant elements, noise, crowds, confined/restricted but fire hazard approved desk spaces/rooms and varying temperatures at the clinic. There may be occasional off-site/outdoor assignments with exposure to heat/cold, wet/humid, dry/arid airs or temperatures.

*HOPE Clinic is a smoke-free and drug-free workplace in compliance with federal guidelines.*

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Signature

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Date

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Full Name - Printed