

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: BEHAVIORAL HEALTH PROGRAM COORDINATOR
DEPARTMENT: HUMAN SERVICES
SUPERVISOR: HUMAN SERVICES DIRECTOR
CLASSIFICATION: FULL-TIME, EXEMPT

POSITION SUMMARY:

The BH Program Coordinator is responsible for direct supervision of a multidisciplinary mental health and substance abuse care team at their service location. The position assists HS Director with the coordination of all services and activities of the mental health and substance abuse providers. The Coordinator is responsible for the management and assignment of all new consultations and self-referrals. The Coordinator, also serves as a direct service provider and is responsible for outpatient assessment, diagnostic services, treatment and referrals for crisis intervention and other referral services.

ESSENTIAL FUNCTIONS:

- Provides direct and oversight to the operation of the assigned service location in alignment with LCTHS's mission and strategic plan.
- Assists HS director with the hiring and training of all BH Providers.
- Assists HS Director with maintaining policies and Standard Operating Procedures
- Provide direct psychotherapeutic services which may include comprehensive intakes for all incoming consults/self-referrals before assignment to BH providers.
- Assist HS Director with keeping department website and FaceBook page updated.
- Assist HS Director with BH Program expansion, community outreach and agency networking.
- Maintenance of professional licensure and assuring related educational responsibilities are met and current.

EDUCATION, EXPERIENCE, CERTIFICATES AND LICENSES:

- Licensed Clinical Social Worker (LCSW), Licensed Marriage Family Therapist, Licensed Psychologist in good standing.
- Two years of prior supervisor experience related to behavioral health is required.
- Ability to be flexible and work in a fast-paced multi-disciplinary clinical environment.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

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. Sitting / Mobility: Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas. Communication: Ability to effectively communicate with coworkers, Board members, members of outside agencies, in person, by telephone, and by email. Vision: Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing no more than 25 pounds. Stooping / Kneeling: Ability to access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date