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## ILANKA COMMUNITY HEALTH CENTER Behavioral Health Clinician

**Team:** Health and Wellness Team  
**Reports to:** Behavioral Health Coordinator  
**FLSA Status:** Exempt from Overtime

**Salary Range:** DOE  
**Schedule:** Full Time, Regular  
**Last Revised:** September 2017

*Ilanka Community Health Center (ICHC) is a program of the Native Village of Eyak (NVE). This position works with the Behavioral Health Coordinator to meet grant deliverables. Ilanka Community Health Center promotes a team based approach in integrating behavioral health and medical care.*

This position exercises wide latitude in determining objectives and approaches to critical assignments.

### Responsibilities/Duties

- Supports the mission, vision and philosophy of ICHC as evidenced by compliance with all organizational policies and procedures.
- Supports all functions that attain and maintain compliance with regulatory or funding agencies by knowing grant requirements, working to attain grant goals, submitting timely granting reports, knowing and staying within budget.
- Supports and facilitates positive interaction with others as evidenced by: professional maturity, respect for others, a team-centered approach, maintenance of confidential information and an appreciation of a variety of viewpoints and diversity in the workplace.
- Uses effective communication skills, including proper use of agency communication systems.
- Participates in appropriate professional development programs to attain and maintain role competency.
- Sets objectives and achieves goals accurately, on time and consistently.
- Supports the behavioral health plan by having knowledge of the plan's components and ensuring deliverables are met.
- Represents ICHC to local medical societies, hospitals, professional organizations groups and agencies, including attending professional meetings, meeting with local health officials, serving as liaison between ICHC and medical training programs and participate in community activities designed to positively modify community health behavior.
- Assesses the mental health status of the patient and performs diagnosis services which include securing medical histories and conducting assessments at levels accepted by substance abuse treatment programs.
- Provide a safe and welcome environment for people to visit.
- Works closely with a psychiatric consultant as well as collaborating with ICHC physicians.
- Provides CDC level two counseling services consistent with an intensive outpatient substance abuse treatment program.
- Provide counseling to individuals, families and groups about mental health and mental health issues.



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- Liaison with other NVE programs including alcohol referral, elder care and domestic violence.
- Collaborates with other mental and social health agencies.
- Accepts referrals from within ICHC and outside agencies for behavioral health clients
- Provides client education.
- Participates in community-wide health care activities such as health fairs as well as NVE hosted events.
- Utilizes CPT and ICD10 Coding for client encounters to accurately bill for services.
- Uses Electronic Medical Record for client record keeping.
- Completes all charts within 24 hours to ensure timely billing and that all billable revenue is obtained in accordance with laws, regulations and contracts.
- Complies with various laws, rules, and regulations required of a health care facility.
- Works with facility and medical staff through the processes of quality improvement, peer evaluation, professional and staff meetings, and state rules and regulations to ensure clinical standards are maintained at the facility.
- High levels of confidentiality are required and must be in accordance with HIPAA and HITECH, including all applicable regulations.
- Other duties as assigned.

**Competencies (Knowledge, Skills and Abilities)**

- Maintain medical staff membership and clinical privileges at the facility.
- Must have the ability to set objectives and achieve goals accurately, on time and consistently.
- Demonstrates a high level of confidence and clinical proficiency in carrying out a range of behavioral health services.
- Demonstrates respect for differences in cultural and social responses to health and illness and incorporates health beliefs of the individual/community into treatment and management modalities.
- Has strong analytical and diagnostic skills, demonstrates effective communication skills and the ability to develop and maintain positive relations in the community, with patients and among co-workers.
- Has the capacity to use the knowledge and skills of extended practice competencies in complex, unfamiliar and unpredictable situations.
- Demonstrates skills in accessing established and evolving knowledge in clinical and social sciences, and the application of this knowledge to patient care and the education of others.
- Proficient in the use of or ability to be trained in Electronic Medical Records. Required to understand and work within the guidelines of the Department of Health and Human Services HIPAA.

**Experience Requirement**

Minimum of one year mental/behavioral health experience. Experience with healthcare information systems, such as electronic health record.



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### Education Requirement

Master of Science/Arts in Social Work, Counseling, Psychology, or any acceptable related field required. Holds current license as a Clinical Social Worker, Licensed Professional Counselor or similar license, or be working towards licensure within 3 years. CDC2 Certification preferred or the active pursuit of CDC2 during employment.

### Performance Standard

- Occasionally bend and/or crouch to perform patient services.
- Occasionally lift 15 lbs. to coordinate work.
- Regularly listen, process oral communication mentally and respond in appropriate and helpful manner.
- Regularly manipulate electronic data to gather, input and otherwise coordinate work.
- Regularly use mental, oral and written methods to complete work.

### Environmental Factors

Majority of work will be completed in an office within a medical primary care clinic.

**Exposure to Hazards:** Housekeeping products, copier machines.

### Environmental Factors

Work will be completed in an outpatient clinic, may have exposure to airborne diseases. Typical office environment, including copy machines.

### Blood/Fluid Exposure Risk

**Category II:** Usual tasks do not involve exposure to blood, body fluid, or tissues but job has potential for mucous membrane or skin contact exposure to blood, fluids or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

### Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.

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Employee Signature                      Date

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Supervisor Signature                      Date

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Deputy Health Director Signature      Date