I. JOB SUMMARY:

Behavioral Health Professionals serve as active participants in the clinical programs of the department, including both direct treatment of outpatients, performance of evaluation activities, provides emergency services and consultation and education.

II. JOB RELATIONSHIPS:

A. Responsible to: Director of Behavioral Health
B. Ages served: Pediatrics (5 years to 12 years); adolescents (12 years to 18 years); adults (18 years and older).

III. KEY JOB AREAS:

1. Incorporates department's mission, professional standards and ethical behavior in all aspects of work.
2. Provides need assessment. Completes Comprehensive Psychosocial Assessment to include addiction issues and Mental Status Exam.
3. Conducts therapy sessions with client(s) and groups.
4. Refers and collaborates with other agencies and practitioners having a joint interest in meeting needs of the client.
5. Reviews cases to assure quality of care.
6. Collaborates as needed with consulting practitioner in the formation of treatment plans and discharge plans.
7. Provides crises intervention including on-call emergency services.
8. Terminates clients as appropriate.
10. Provides outreach services.
11. Assumes responsibility for personal and professional growth.
12. Communicates significant information in a timely manner both written and oral.
13. Documents and maintains records in a timely manner.
14. Is aware of the quality initiative and is involved in promoting quality care.
15. Evaluates for age-appropriate behavior motor skills and physiological norms.
16. Recognizes patients psychological development and modifies approaches.

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17. Recognizes potential lifestyle changes resulting from illness that will interfere with the discharge plan and develops plan accordingly.
18. Identifies increased physical/emotional dependency needs and evaluates availability of support systems.
19. Interviews/communication techniques are age-appropriate.
20. Assesses patients for signs and symptoms of abuse/neglect and refers to appropriate personnel and/or community agency.
21. Participates in inservice and educational programs including infection control, safety procedures, and appropriate actions in disaster situations.
22. Other duties as assigned.
23. Is a reliable employee, arrives on time when scheduled, and has minimal absences from work.
24. Is aware of and is sensitive to cultural differences and needs as presented by each client served.
25. Assesses, evaluates, determines treatment, and provides treatment for potentially multi-occurring issues presented by each client, such as but not limited to: addition issues; traumatic brain injury; developmental disabilities; physical disabilities.
26. Practitioner will work toward scheduling 100% available, billable hours. Practitioner will maintain 80% or above productivity for those billable hours scheduled.

PROFESSIONAL GROWTH AND DEVELOPMENT
1. Attends continuing education classes to meet requirements of licensure, while maintaining up-to-date licensure.
2. Attends in-service meetings.
3. Participates in special projects.
4. Establishes and achieves personal/professional goals.

SAFETY
1. Follows Universal Precautions/Infection Control Policies. Uses appropriate personal protective equipment and work practice controls when necessary.
2. Follows patient safety precautions. Observes safety precautions in assisting and transporting patients and when providing care to patients -- following fall prevention policy, “Duty to Warn” protocols, Mandatory Reporting Procedures, seizure precautions, etc.

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3. Keeps direct and indirect work areas in an orderly and neat manner.

4. Reports all safety hazards, accidents and guest/patient incidents promptly and according to policy/procedure. Upon happening of work-related accident or illness, completes team member occurrence report and forwards to department manager/supervisor within 24 hours of occurrence.

ADAPTABILITY
1. Promotes teamwork - (suggests, ideas, performs other duties as assigned, helps co-workers).
2. Exhibits cooperation - (adjusts personal schedule for department needs, acceptance of change).
3. Anticipates and meets others' needs and expectations.
4. Willingly accepts additional responsibilities.

CONDITIONS OF EMPLOYMENT
1. Maintains confidentiality of information pertaining to patients, residents, physicians, employees, guests, and the Myrtue Medical Center business. Patient/team member information is not discussed in public areas.
2. Adheres to hospital and department policies and procedures (cost containment, respect for property, safety, appearance).
3. Acts as a positive representative of Myrtue Medical Center.
4. Exhibits time management (reporting to work when scheduled; returns from lunch, breaks, and errands promptly; avoids use of work time for personal business).
5. Takes responsibility and shows initiative to complete duties/tasks and assist others.
6. Participates in the Quality Improvement (QI) program and QI teams.
7. Understands and complies with the requirements of Myrtue Medical Center’s Compliance Program, including, but not limited to the Code of Conduct, the Compliance Policy, all organization-wide policies for compliance, and compliance plans affecting specific duties and responsibilities.
8. Participates in all education and training programs regarding compliance as required by MMC policy and as requested by supervisor.
9. Abides by the MMC Medical Staff Bylaws and Rules and Regulations as appropriate for position.
10. Upon termination of employment, assures the appropriate

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transfer of patients and that all medical record
documentation is completed.
11. Accepts accountability for own actions.
12. Creates positive work environment through personal appearance
and appearance of facility. (Wears name tag, dresses
professionally for position, is neat and clean in appearance,
practices good hygiene, smiles, picks up and disposes of
litter properly, returns equipment to proper location, keeps
work/patient areas free of clutter.)
13. Reports to work, when requested, in response to an emergency
event.

CUSTOMER RELATIONS
1. Greets and interacts with patients, family, and visitors in a
courteous manner and assists guests in way-finding,
information, etc. Must be able to care for persons in a
patient and compassionate manner, being alert to minute
details.
2. Exhibits positive relationships with internal customers -
(other departments, co-workers, physicians). Treats all team
members as professionals.
3. Uses proper telephone, written and electronic communication
etiquette.
4. Maintains professional and calm composure in all
circumstances (including emergency).
5. Listens attentively to others in order to fully understand
others' needs.
6. Messages are handled with courtesy, clarity and care.
7. Is pleasant and maintains eye contact when communicating with
others.
8. Keeps those with right to know informed of delays or changed
circumstances.
9. Recognizes and respects differing viewpoints and beliefs.
10. Shows compassion and courtesy toward internal and external
customers.
11. Offers assistance to co-workers, whenever possible.
12. Promotes a work environment of hospitality, trust and
cooperation.
13. Addresses requests or complaints until resolved.
14. Achieves a high volume of work with numerous interruptions.
15. Uses AIDET skills consistently.

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IV. QUALIFICATIONS:

To perform this position successfully, the team member must be able to perform each essential function of the job satisfactorily. All tasks are essential functions, as defined by the Americans with Disabilities Act marked with an asterisk. The requirements listed below are representative of the education, experience, knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions.

A. Education, Experience & Job Knowledge:

1. Education: A Master's degree in Human Service field such as Counseling, Social Work or other mental health related field.

2. Experience: Experience equivalent to two years and field experience in a similar setting during educational process. Eligible to be licensed in the state of Iowa to practice as an Independently Licensed Mental Health Provider.

3. Job Knowledge: Must possess a strong knowledge of a variety of therapeutic modalities, good written and verbal skills, ability to work well with others and have team orientation and values consistent with respect for the dignity of others. Must have adequate hearing and visual skills, as well as physical ability to play with children as indicated for therapy. Must possess ability to read, write and speak fluent English.

B. Language Skills: Ability to read and interpret documents, articles and reports. Ability to develop and write reports, policies, news releases and correspondence required. Ability to communicate effectively, both orally and in writing, with patients, medical staff, guests, and team members required. Must possess some basic computer skills.

C. Mathematical Skills: Ability to work with mathematical concepts, such as probability and statistical inference required. Ability to apply concepts, such as fractions,

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percentages, ratios and proportions required.

D. **Reasoning Ability:** Ability to define problems, collect data, and establish and analyze facts to draw valid conclusions required. Ability to interpret an extensive variety of technical information and deal with abstract and concrete variables required.

V. **PHYSICAL DEMANDS:**

The physical demands described below are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the team member is regularly required to sit; stand; walk. The team member must regularly lift and/or move up to 25 pounds and, occasionally, lift and/or move up to 50 or more pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

VI. **WORK ENVIRONMENT:**

The work environment characteristics described below are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the team member is occasionally exposed to situations of emotional crisis.

The very nature of health care work indicates a potential exposure to communicable diseases. The team member must be tolerant of working with persons who may be recovering from surgeries, illness and burns/cuts (open wounds). Exposure to bodily fluids, such as blood and urine, are not uncommon.

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