

Job Title:	Behavioral Health Associate	Department:	School Based Services
FLSA Status:	Overtime Eligible	Supervisor:	School Based Director
Revision Date:	May 14, 2007	Position Status:	Full-time & Part-time
Position Location:	Anchorage		

Summary Position Statement:

Behavioral Health Associate is an entry level position that provides skill development to severely emotionally disturbed (SED) consumers in individual and group settings.

These positions are responsible for observing policies, procedures and safeguards to protect the privacy of health information in compliance with the HIPAA Privacy (Privacy Rule).

Essential Functions of the Position:

- Provides community based behavioral health services as a primary worker with clients.
- Demonstrates complete familiarity with a client service plans and targeted goals.
- Transports, via private or agency vehicle, client's to/from home, school, the agency, and community settings as it is part of their treatment program
- Participates in treatment team meeting to develop and review client's goals.
- Actively works towards developing and maintaining a therapeutic relationship with client's and their families.
- Teaches and model behavior and life skills.
- Deescalates angry clients and engages them in less volatile behaviors.
- Documents daily progress notes into Harmony within 72 hours per agency policy.
- Follows mandatory reporting laws with any and all incidents of harm within 24 hours.
- Ensures client confidentiality as prescribed by agency policy and federal law.
- Actively seeks clinical and administrative direction.

- Understands and complies with all agency policy and procedures, plans, program requirements and protocol.
- Perform other duties as assigned.

Measurement

- Implement the client's treatment plans through established goals. Adequate performance is determined by timely and quality client notes, billable time spent with client, and client performance.
- Related agencies, such as the school district, are positive about the performance of the assigned Behavioral Health Associate
- Complete all agency training requirements.
- Performance on essential functions as listed above.

Other Duties and Responsibilities

- Assist clients with other services as determined by the treatments team, i.e. vocational, recreational activities, etc.
- Attend and participate in meetings, committees and trainings as assigned.
- Demonstrates effective problem solving and active listening.
- Read and act in a timely manner on items in paper and electronic mailboxes.
- Attention to detail and accuracy.
- Maintain a positive, professional relationship in the community, i.e. schools, recreational centers, and other offsite activities.
- Follow program and protocol of all Denali Family Services programs.
- Assist Case Managers with case management services as assigned.

Minimum Qualifications: A high school diploma or GED and one (1) year of experience working with children and adolescents. At least 21 years of age due to state licensing requirements.

Substitution: College level course work in human services, psychology, social work, or a closely related field may substitute for the required experience (3 semester hours or 4 quarter hours equals 1 month of experience).

Knowledge, Skills and Abilities:

- Ability to maintain positive professional working relationships and to work effectively within a team environment.
- Organized, efficient, and able to manage multiple tasks simultaneously with attention to detail and accuracy.
- Excellent interpersonal communication skills.

- Good written communication skills, including the ability to accurately document events and provide detailed records for clients.
- Ability to ensure client and employee confidentiality as prescribed by agency policy and federal law
- Proficient with basic operations in Microsoft Word and Outlook.
- Ability to act decisively and with fairness.
- Ability to read, speak and write in English
- Ability to pass a State and FBI background check in accordance with the State of Alaska Background Checking Unit.
- Ability to complete all training requirements for within the prescribed times.
- Ability to work with a variety of client's with mental health issues and treat them with dignity and respect.
- Ability to work effectively with a variety of client's in various settings
- Ability to develop sound clinical and therapeutic skills
- Ability to learn and utilized the Harmony database system
- Ability to learn, understand, and apply all agency protocol, policy, procedure, plans and program requirements.

Physical Requirements: Ability to perform sedentary work as well as to be engaged in physical exercise with client's such as running, walking, hiking, etc.. Must be able to lift 40 lbs. Visual acuity necessary to utilize a computer monitor throughout the course of a normal workday. Ability to perform repetitive keyboarding activities and operate general office equipment. Ability to communicate verbally, both in person and over the telephone. Ability to wrap arms around and hold a person. Ability to twist and bend frequently. Must have visual and hearing acuity.

Working Conditions: Work is performed at the Denali Family Services office, in schools, in homes and in the community.

Other Requirements: Ability to obtain CPR and First Aid certification, continual proof of a valid Alaska Driver's License, maintain current personal vehicle insurance and registration on personal vehicle(s) used for company business, maintain a violation free driving record for the past 1 year, and maintain satisfactory criminal background record.

Disclaimer:

This Position Description reflects Denali Family Service's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Position Description and understand the essential functions and qualifications of the job.

Signature: _____ Date: _____