



Director of Behavioral Health

Full-time, Benefits-eligible, FLSA Exempt
Wage DOE \$63,601 - \$82,945

SWMTCHC Core Competencies, Mission, and Vision

Integrity and Trust

Is widely trusted; is seen as a direct and truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/her self for personal gain.

Expectation:

Maintains confidentiality of others' personal information; can be trusted to represent the SWMTCHC outside the organization; meets and complies with all medical, regulatory, and licensing standards; takes ownership of their own actions and is accountable for their own mistakes; follows through on what they say they will do.

Mission and Vision Integration

Adheres to the Mission and Vision of the SWMTCHC during both good and bad times; is dedicated to meeting the expectations and requirements of the SWMTCHC mission and vision; acts in line with the values of the mission; practices what he/she preaches.

Mission:

To inspire hope and empower wellness by providing access to comprehensive healthcare

Vision:

A stronger Montana through community and wellness

Expectation:

Articulates and sincerely demonstrates the mission consistently through examples such as: treating all people (patients/staff/other agencies, etc.) equally; non-judgmental; listens to others without making assumptions, uses eye contact and acknowledges others; makes decisions that are focused on the patient/staff.

Team Relations

Understands and supports the team approach; is seen as team player and is cooperative; easily gains the trust and support of peers; encourages collaboration; can be candid with peers; fosters open dialogue; creates a feeling of belonging to the team.

Expectation:

Effectively able to communicate (can give and receive both positive and constructive feedback) with peer group and other staff to get the message across; knows appropriate team members to consult relative to the issue or situation; willingly shares knowledge and information with appropriate team members; actively seeks opportunities to help the team.

Position Summary

Under the general direction of the CEO, directs and monitors the Integrated Behavioral Health (IBH) and psychiatric behavioral health, behavioral health, and care management staff to improve standards of care across the population served, improve the patient experience of care, and reduce the cost of care. Provides comprehensive behavioral health care to a diverse and underserved patient population across the lifespan, the majority with comorbidity or dual diagnoses. In performing this work, the Behavioral Health Director carries out our mission. This position will spend 75% of time on administrative duties and 25% of time on direct clinical duties. Responsible for assuring compliance with grant and contract requirements and all



applicable regulations, achievement of program and budgetary goals and objectives, and contributing to the annual and strategic planning of SWMTCHC. SWMTCHC manages patient care using a team-based approach to serve patients and works to be accountable for achievement of organizational goals, objectives, and outcomes

Position Requirements

Education: Master's Degree or higher in psychology, counseling or clinical social work required

Certification and Licensure:

- Montana State Licensed Mental Health Counselor, Licensed Independent Clinical Social Worker, Licensed Marriage and Family Therapist or Psychologist required; must qualify as an Approved Supervisor under the Montana State Department of Health's requirements for supervising license candidates
- Current BLS certification required
- Mental Health Professional (MHP) acknowledgment or qualifications to be acknowledged as an MHP from the Department of Behavioral Health and Recovery (DBHR) required
- Knowledge and experience with substance use disorders and licensure as an Addictions Counselor preferred

Experience:

- Four or more years direct clinical experience with community health populations, preferably working in an integrated model
- Two or more years of experience supervising and mentoring employees, including experience with ability to supervise students and professionals with provisional licenses
- Three or more years in behavioral health program administration, preferably in a medical clinic setting
- Experience with Behavioral Health and FQHC billing practices preferred

Job Requirements

- Demonstrated working knowledge of behavioral medicine and evidenced based treatments for medical and mental health conditions
- Proven ability to make quick and accurate clinical assessments of mental and behavioral conditions
- Proven effectiveness and experience educating others (medical providers, care managers, nurses) in effective behavioral health interventions
- Proven organizational skills
- Proven ability to exercise judgment in evaluating situations and making decisions, and the skills to handle difficult or confrontational situations in a calm, consistent, equitable manner.
- Proven ability to work as a team member, interfacing with patients, primary care providers, community psychiatrists and mental health specialists as well as with administrative and support staff
- Ability to work with diverse people and diverse ideas
- Ability to adhere to the Code of Ethics and professional standards by his/her respective field.
- Working knowledge and understanding of Child Advocacy Centers as well as how to work with multi-disciplinary teams consisting of law enforcement, county/district attorneys, family services and medical/mental health providers

Essential Functions, Roles, and Responsibilities

- Direct patient care using behavioral medicine and evidenced based treatments for medical and mental health conditions
- Provide structured training and orientation and electronic medical record guidance in regard to documenting and optimizing our electronic medical record keeping for both BH and CM
- Responsible for ensuring that all grant functions for Behavioral Health, Care Management, and Child Evaluation Center are carried out



- Director will function as a liaison to community agencies, schools and healthcare providers
- Will coordinate schedules of BH providers, Case Managers and the CEC
- Implements, monitors and evaluates new quality measures for BH/CM/CEC policies and procedures
- Works closely with CEO, CMO, COO, and CFO on daily functions of BH/CM within the clinic processes and for purposes of grant reporting
- Ensure that all documentation is proper and timely and lead peer review processes
- Coordinates with appropriate personnel for recruitment, hiring, training, supervising, and evaluation of behavioral health, case management, and CEC staff
- Collaborate in development of workflows for psychiatric care, behavioral health services and care management
- Responsible for reaccreditation activities with the National Children's Alliance
- Monitor access for behavioral health patients
- Assist in development of community response to crisis and the role of SWMTCHC as a part of crisis response
- Build partnerships to enhance services provided for patients of SWMTCHC
- Provide oversight for Behavioral Health Providers, Care Managers, CEC staff
- Coordinate meetings and communicate with MDT for CEC
- Serve on Board of Directors of Children's Alliance of Montana as required by MCSART agreement and CAM by-laws
- Assist in identifying and writing for potential grant opportunities for clinic as well as for CEC
- Facilitate meetings including, MDT for CEC, Care Managers, BH, peer review, and other meetings as assigned
- Help educate providers and assist in assessing, providing, and referring for crisis intervention services as needed
- Problem solve and brainstorm in an efficient and effective manner to improve quality and efficiency
- Perform employee performance evaluations, disciplinary action as necessary and monitor employee job satisfaction
- Assist in all functions, day-to-day and administration of CEC
- Coordinate supervision for licensure of non-licensed candidates
- Records diagnosis, procedural codes, treatment notes, and treatment plans in the patient chart
- Acts as SWMTCHC liaison and representative by participating on community boards and committees as requested
- Other duties as assigned

Knowledge, Skills and Abilities

- Demonstrated knowledge of behavioral medicine and evidenced based treatments for medical and mental health conditions
- Proven ability to make quick and accurate clinical assessments of mental and behavioral conditions
- Proven effectiveness and experience educating others (medical providers, care managers, nurses) in effective behavioral health interventions
- Proven organizational skills
- Proven ability to exercise judgment in evaluating situations and making decisions, and the skills to handle difficult or confrontational situations in a calm, consistent, equitable manner
- Proven ability to work as a team member, interfacing with patients, primary care providers, community psychiatrists and mental health specialists as well as with administrative and support staff
- Ability to work with diverse people and diverse ideas
- Ability to adhere to the Code of Ethics and professional standards by their respective field



- Working knowledge and understanding of Child Advocacy Centers as well as how to work with multi-disciplinary teams consisting of law enforcement, county/district attorneys, family services and medical/mental health providers
- Knowledge of health record keeping in OCHIN EPIC
- Ability to follow established policy and procedure regarding accuracy and timeliness of documentation and recordkeeping
- Ability to operate a computer and related programs
- Excellent oral and written communication skills
- Ability to organize and prioritize tasks
- Ability to work under pressure
- Strong attention to detail and problem-solving skills
- Ability to work independently and as a team member

Legal Concepts

- Practices within the scope of education, training, and personal capabilities
- Maintains confidentiality
- Follows federal, state and local legal guidelines; follows license criteria when licensure applies
- Maintains HIPAA & OSHA compliance
- Reports any evidence of abuse or neglect to provider or appropriate official

Supervision: This position supervises Behavioral Health, Care Management, and CEC Staff

Immediate Supervisor: CEO; in their absence, COO and/or CMO

Physical Demands/Working Conditions:

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 talk or hear. The employee is frequently required to use hands to finger, handle or feel. The employee is occasionally required to stand; walk; sit and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

Position is based in the Butte; however, position responsibilities may require travel on occasion. Use of personal vehicle is required for travel; therefore, a valid driver's license, proof of auto insurance and registration is required.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Print Name: _____ Signature: _____ Date: _____

Southwest Montana Community Health Center is an Equal Opportunity Employer