



Ho-Chunk Nation

Job Description

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| TITLE: Behavioral Health Shared Care Manager | | JOB CODE: BECM |
| Government – Employee | | EEO: 5 |
| Non-Exempt | Flex | FUNDING SOURCE: Grant/3 rd Party Revenue |
| NATIVE AMERICAN PREFERENCE | | |

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

"This position requires compliance with DHS 75 requirements and the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment."

POSITION OVERVIEW

The Behavioral Health Shared Care Manager functions as a core member of the Ho-Chunk Nation Integrative Team that involves the patient's primary care provider/medical provider, behavioral health clinician(s), clinical pharmacist(s), and other team members in the primary care clinic. The behavioral health shared care manager is responsible for coordinating and supporting mental health care within the medical clinic and for coordinating referrals to clinically indicated services outside the clinic.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Support and closely coordinate mental health care with patient's primary care provider, and, when appropriate, other mental health providers on a daily basis reported monthly to integrative team and behavioral health case management.
2. Screen and assess patients for common mental health and substance abuse disorders.
3. Provide patient education about common mental health and substance abuse disorders and available treatment options on a daily basis reported monthly to integrative team and behavioral health case management.
4. Monitor patients (in person or by telephone) for changes in clinical symptoms and treatment side effects or complications on a daily basis reported monthly to integrative team and behavioral health case management.
5. Support psychotropic medication management and medically assisted treatment prescribed by medical providers, focusing on treatment adherence, side effects, and other complications, and effectiveness of treatment on a daily basis reported monthly to integrative team and behavioral health case management.
6. Provide brief interventions using evidence based techniques such as Behavioral Activation, Problem-Solving Treatment, Motivational Interviewing or other treatments appropriate for primary care settings on a daily basis reported monthly to integrative team and behavioral health case management.
7. Facilitate in-clinic or outside referrals to evidence-based psychosocial treatments (i.e. CBT, DBT, IPT) as directed by other team members and follow-up that the patient has connected and attended on a daily basis reported monthly to integrative team and behavioral health case management.
8. Participate in regularly scheduled caseload consultation with the behavioral health consultant and communicate resulting treatment recommendations to the patients Primary Care Provider/medical provider. Consultations will focus on patients new to treatment or who are not improving as expected, evidenced by PHQ9 or other assessment tools scores, on a daily basis reported monthly to integrative team and behavioral health case management.
9. Facilitate patient engagement and follow-up in care on a daily basis reported monthly to integrative team and behavioral health case management.
10. Document patient follow-up and clinical outcomes using a registry. Document in-person and telephone encounters in the registry and use the system to identify and re-engage patients in Collaborative Care.



11. Document patient progress and treatment recommendations in the registry so they can be easily shared with PCP/medical providers, the behavioral health psychiatric consultant, and other treating providers on a daily basis reported monthly to integrative team and behavioral health case management.
12. Facilitate referrals as directed by licensed staff for clinically indicated services outside the primary care clinic (i.e. social services such as housing assistance, vocational rehabilitation, mental health specialty care, substance use treatment.) on a daily basis reported monthly to integrative team and behavioral health case management.

JOB RESPONSIBILITY

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| Job Reports to | See Organizational Chart |
| Leadership Accountability | Implements Operating Plans |
| Supervisory Accountability | None |
| Organizational Accountability | None |
| Financial Accountability | None |
| Customer Accountability | Interfaces with outside and inside customers |
| Freedom to Act | Operates in significant independence Subject to general input from Supervisor Subject to regular review by Supervisor |

MINIMUM QUALIFICATIONS

EDUCATION:

1. Bachelor's Degree in Behavioral Health field (psychology, social work, etc.)

ESSENTIALS:

1. Substance Abuse Counselor (SAC) or Substance Use Counselor-In Training (SAC-IT) preferred; must obtain SAC-IT within 1 year of hire.
2. Must have a valid driver's license, dependable transportation and proper insurance.
3. Must promote a healthy non-abusive lifestyle.
4. Able to document two years of continuous abstinence if in recovery.

EXPERIENCE:

1. One year of mental health/substance abuse clinical experience preferred.
2. Experience working with underserved, transient populations preferred.
3. Experience working with patients who have co-occurring mental health, substance abuse, and physical health problems preferred.
4. Experience with screening for common mental health and/or substance use disorders preferred.
5. Experience with assessment and treatment planning for common mental health and/or substance use disorders preferred.
6. Experience with evidence-based counseling techniques (i.e. CBT, DBT, ACT, etc.) preferred.
7. Clinical experience with children, youth, adults and families preferred.
8. Previous experience in working with Native Americans is preferred.



KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Working knowledge of domestic violence, trauma, and effect on mental health/addiction treatment is preferred.
2. Demonstrated ability to collaborate effectively in an integrative care team setting.
3. Ability to maintain effective and professional relationships with patient and other members of the integrative care team.
4. Ability to establish and maintain good professional relationships with staff and the community.
5. Familiarity with brief structured intervention techniques (i.e. SBIRT, Motivational Interviewing, Behavioral Activation).
6. Basic knowledge of psychopharmacology for common mental health disorders and substance use disorders.
7. Ability to establish rapport with clients, secures their cooperation in difficult situations, and maintains their confidence.
8. Ability to communicate effectively, both orally and in writing.
9. Ability to work in a team oriented environment and practice conflict resolution skills as needed to maintain an effective working relationship with co-workers/supervisors.
10. Knowledge of and ability to utilize conflict resolution skills with staff and clients.
11. Working knowledge of and ability to conduct family therapeutic services including parenting education/process groups.
12. Working knowledge and ability to appropriately utilize the contributions of various mental health/addiction philosophies, counseling models, and treatment practices as they apply to providing mental health and substance abuse counseling to individuals, groups, families, couples, and significant others.
13. Ability to apply cultural values and traditions to all areas of client and community contact.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.

WORKING CONDITIONS

1. The duties of this position are routinely performed in medical clinic setting. Walking, sitting, standing and stooping will occur during the normal provision of services. Occasional travel between offices may be required. Some evening hours may be required to accommodate client's work hours.