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# Example of Behavioral Health Specialist Job Description

Our growing company is searching for experienced candidates for the position of behavioral health specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for behavioral health specialist

* Obtains and records patient's vital signs and other patient care data in Epic EMR
* Exhibits behavior that supports the organization's Service Standards and Cultural Beliefs
* Maintains and/or takes action to address patient and environmental safety
* Opening and closing patient records
* Obtaining insurance authorization for services
* Meeting with families to coordinate care as recommended by child psychiatrists
* Conduct comprehensive assessments that include the physical, behavioral, pharmaceutical and social needs of the patients
* Assesses the patient’s knowledge of their clinical condition and provide education and self-management support based on the patient’s unique learning style
* Provide outreach to clients who are having problems with treatment adherence and who may be relapsing
* Coordinate with other agencies and community providers

## Qualifications for behavioral health specialist

* Ability and willingness to function independently and proactively in a primary health care setting
* Ability to maintain a professional stance if conflicts arise with other staff
* Effective use of the Internet and Microsoft Office programs such as Word, Excel and Outlook
* Effective use of electronic medical records once trained
* Bachelor's degree in psych or related field
* 3 years post degree experience in a psychiatric or substance abuse setting required