



# Example of Behavioral Health Job Description

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Our company is growing rapidly and is hiring for a behavioral health. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for behavioral health

- Be responsible for accurate and timely documentation of cases, including intake and discharge records, progress notes, treatment planning, correspondence, client assessments, and referral
- Pursue ongoing professional development relevant to the job position
- Act as the Director in the absence of the Director of the agency
- Maintain strict confidentiality within federally mandated guidelines and maintain professional boundaries with clients and staff
- Identify individuals who have an anticipated need for a formal behavioral support plan when they leave the ICF/ID or nursing facility with the help of MFP Transition Specialists
- Provide follow up services with community service providers on the behavioral support plan, which includes assisting with data collecting and procedure integrity checks
- Recommend assistive technology that would assist individuals with behavioral plans
- Maintains records on travel and training expenses related to the position
- The provides psychiatric clinical intervention services for patients and families
- Implement the TERA intervention which uses motivational interviewing strategies and eHealth technologies to assist youth in developing ART adherence plans

## Qualifications for behavioral health

- Must have one of the six criteria identified by California Administrative Code Title 9 section 620
- Must successfully complete a background, drug screen, and reference check process
- Possession of a California driver's license and a satisfactory driving record
- Eight (8) years of experience in behavior health required
- Four (4) years of program management experience in a healthcare /delivery operation environment required
- Solid understanding of clinical compliance regulations with experience with regulatory bodies such as CMS, NCQA, DOH, DOI