



Human Resources
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BEHAVIORAL HEALTH AIDE I	
Approved Date: June 7, 2016	ICPA Level: 1
Job Code: 50518	FLSA : Non-Exempt

JOB SUMMARY: Under direct supervision of licensed behavioral health clinician or a behavioral health professional, provides access to and delivers behavioral health services, within a defined scope of practice, to village residents, including, but not limited to, prevention, early intervention, case management, aftercare and follow-up for individuals and families impacted by a variety of behavioral health (addiction/substance abuse and mental health) issues.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

As a result of continued training and work experiences, the person in this position should be able to recognize behavioral health issues and provide general information to clients and the community that incorporates that recognition.

A BHA-I demonstrates an understanding of the Behavioral Health Aide Code of Ethics and demonstrates an understanding of professional standards, agency policies and the law.

A BHA-I demonstrates an understanding of professional boundaries and models appropriate personal and professional behavior within the community. A BHA-I also advocates for client's rights, and actively seeks and accepts supervision as needed.

Under the *direct supervision* of a clinical supervisor, this employee is expected to provide and document participation in the following services:

- Client and community engagement
- Prevention, community education, and community organizing
- Routine client contact, screening, assessment and evaluation
- Treatment planning
- Community resources and referrals
- Case management, coordination, and monitoring treatment plans
- Medication management
- Counseling
- Crisis management
- Supervision, training and professional development

Along with primary job responsibilities, the employee will interface with other health service and health clinic staff to provide coordinated planning and services for village residents.

The employee will serve to augment primary emergency response needs, as required by event. This may include being scheduled as a member of an on-call team.

Under the direct supervision of a clinical supervisor, the employee may arrange to complete specific training, practicum, and job duties that support the advancement of BHA certification. Such requirements are detailed in the CHAPCB Standards and Procedures.

Per organizational Policy and Procedure, the employee will maintain records of required program data, complete reports and submit such data and reports in a timely manner. The employee will ensure that confidential material/records/correspondence is kept secure and that individual client confidentiality is maintained according with HIPPA and 42 CFR requirements.

Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge of Alaska Tribal Health System, ANTHC, and Alaska Native culture(s) and politics.
 - Knowledge of BHA Code of Ethics and ethical considerations of helping professions.
 - Knowledge about cultural differences and their impact
 - Knowledge of applicable Federal, State, and Tribal law, regulations, rules, policies and processes. Including substantial knowledge of relevant specialized fields such as 42 CFR and HIPPA requirements.
 - Knowledge of customer services concepts and practices.
 - Knowledge of multi-line telephone systems operation.
 - Knowledge of filing procedures.
 - Knowledge of safety factors.
 - Knowledge of policies and procedures for the care of clients.
 - Knowledge of communication skills, both oral and written to interact with clients and families.
 - Knowledge in foundational methods to educate clients as part of primary prevention or to fortify treatment strategies.
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- Skill in operating a personal computer utilizing a variety of software applications.
 - Skill in operating office equipment.
 - Skill in oral and written communication.
 - Skill in strategies for improving health.
 - Skill in responding and adapting to different cultural context and circumstances.
 - Skill in maintaining and updating office and client schedules and appointments.
 - Skill in gathering client's contact information and initial screening.
 - Skill in maintaining personal and professional boundaries and applying them in a rural/village setting.
 - Skill in obtaining client consent and applying rules of consent to minors, guardianship and vulnerable populations.
 - Skill in analyzing safety issues and preparing recommendations based on findings.
 - Skill in providing case management and referrals to services.
 - Skill in providing and maintaining accurate documentation in the client health record and appropriate use of different documentation format.
 - Skill in setting up and utilizing Video Teleconference (VTC) and teleconference equipment for tele-behavioral-health appointments with clients and clinicians.
 - Skill in establishing and maintaining cooperative working relationships with other employees.
 - Skill in identifying crisis and reporting to licensed behavioral health clinician or behavioral health profession regarding crisis events.

MINIMUM EDUCATION QUALIFICATION

High school diploma or GED preferred.

MINIMUM EXPERIENCE QUALIFICATION

Non-Supervisory: One (1) year of office experience as a BHA-I. If coming on as a trainee, no experience required.

MINIMUM CERTIFICATION QUALIFICATION

As a function of his/her employment, the employee must complete or show evidence of having completed the training requirements for certification as a BHA-I.

PREFERRED EXPERIENCE QUALIFICATION

Experience in the Alaska Tribal Health System. Training or experience specific to substance abuse, mental health, behavioral health, or community wellness programs is highly preferred.

ADDITIONAL REQUIREMENTS

Travels frequently within Alaska in small fixed wing aircraft. May occasionally meet with clients in their home or another community-based setting.

MINIMUM PHYSICAL REQUIREMENTS

Requires the ability to sit for long periods of time and work under emotionally stressful conditions. May occasionally be exposed to infectious diseases. May occasionally encounter verbal abuse from customers or family members. Must be able to lift approximately 40 pounds. ANMC is not a latex free environment. Therefore, some latex exposure can be expected.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Print Name

Date

Employee Signature

Date

Supervisor Signature

Date