



**JOB DESCRIPTION:** Behavioral Health Consultant / Care Transition Specialist

**EMPLOYEE CLASSIFICATION:** Exempt/Non-Exempt Full-time

**REPORTS TO:** BHC Supervisor

**SUPERVISES:** No Supervisory Duties

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**Position Summary:**

The Care Transition Specialist will be located within Bothwell Regional Health Center. This position will provide warm hand off visit for people at risk of suicide, within Bothwell Regional Health Center and Sedalia 200 School District. The Care Transition Specialist will conduct screenings for suicidality, completing risk assessments, assist clients to create safety plans, and collaborates with primary care and mental health providers to ensure appropriate treatment modalities are implemented. The Care Transition Specialist will follow up with clients through Caring Contacts, virtual or phone call, to support the client until they are no longer at risk or engaged in services. This position will be within the Katy Trail Community Health BHC team, which is available for consultation and support when needed.

**Minimum Qualifications:**

- Hold current Missouri License: Masters of Social Work (MSW), Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW)
- Demonstrate professional commitment to providing services to all persons referred for services.
- Demonstrate sensitivity, empathy regarding human services issues. Project a non-judgmental stance toward individuals requiring services.
- Have working knowledge of suicide prevention strategies and attend needed trainings to increase knowledge and skills.
- Use evidence-based tools and strategies to assess suicidality and to assess appropriate level of care and services.
- Ability to work through brief patient contacts as well as to make quick and accurate clinical assessments of mental and behavioral conditions and needs.
- Should be comfortable with the pace of primary care, working with an interdisciplinary team, and have strong communication skills.
- Ability to design and implement clinical pathways and protocols for treatment needs and after care of needs for identified clients.
- Ability to communicate effectively both orally and in writing.
- Computer literate in electronic mail, word processing, and office management system software.

- Adequate vision, sight, speech and hearing to meet core duties of the position. Ability to reach, stoop, walk, and lift 25 pounds.
- Assure patient confidentiality and adherence to other related clinic policies
- Must have the ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required.

**Responsibilities and Essential Functions:**

*Clinical Practice*

- Provide risk assessment, safety plan creation, identify treatment plans and follow up needs of patients served.
- Evaluate crisis situations and apply appropriate interventions.
- Provide psycho-education and consultation to patients, families Care Team members, and other community partners as appropriate for prevention, and treatment Plan needs / success.
- Interruptible and available for warm handoffs
- Understand and operate comfortable within primary care, school and community culture.
- Assist the primary care team in developing care management processes such as the use of guidelines, disease management techniques, case management, and patient education to improve self-management of wellness.
- Assist in the detection of “at-risk” patients and development of safety and treatment plans to ensure safety and well-being.
- Appropriately document all services provided, in a clear and conscious format, meeting all applicable documentation guidelines, including content and within 3 business days. Ensure all records will be maintained in a confidential manner, meeting all appropriate HIPAA and other confidentiality requirements.
- Attends all required meetings and trainings, Zoom meetings are available to reduce travel.
- Excellent attendance record
- Maintain productivity expectations, as established.
- Abide by all professional, certification and ethical standards in the performance of duties. Maintain current licensure and be in good standing with licensure board.
- Other duties as assigned.

**OSHA BLOODBORNE PATHOGEN EXPOSURE:**

Category I

**JOB CLASS**

**The Center** reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with EEOC 29 CFR part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if it does not constitute undue hardships upon this organization.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

I have read and understand the job description.

\_\_\_\_\_  
Employee Signature

Approved: \_\_\_\_\_  
Supervisor Signature Date

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#### EMPLOYEE ACKNOWLEDGEMENT

I understand that in the course of my employment with Katy Trail Community Health, Inc., I may have access to or become aware of confidential medical/wage/disciplinary and/or personal information concerning patients, families, and/or co-workers at the sites operated by Katy Trail Community Health. I understand that this information has been obtained and recorded for the purpose of the patient's medical treatment and/or personnel documentation, etc. I agree that I will use this information only for the purpose of my job responsibilities and that under no circumstances will I disclose any information about any patient or co-worker to any unauthorized person.

I also understand that any violation of this policy may be grounds for termination of my employment with Katy Trail Community Health.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date