



JOB DESCRIPTION

TITLE: **BHS Health & Wellness Specialist**

DEPARTMENT: **Behavioral Health Services**

ESSENTIAL FUNCTIONS

- Present a positive role model for health and wellness and actively work towards increasing the persons served and staff knowledge and experiences in this area.
- Familiar with, and capable of staying abreast of, current health and wellness issues and programs.
- Ensure the maintenance of departmental operations to achieve compliance with CARF accreditation, contract requirements, Federal/State/Local regulations and all other licensing/regulatory agencies as directed. Ensure the provision of quality services at assigned BHS sites. Ensure the provision of staff coverage/ratios at assigned sites.
- Adhere to current training/certification requirements. Demonstrate awareness of and adherence to agency policy and procedures to ensure compliance with HIPAA requirements.
- Provide services that are recovery oriented, person centered, incorporate active treatment, are developmentally/age appropriate, culturally sensitive and show respect and dignity.
- Provide services that meet the unique needs of adults who have substance abuse problems, are seriously mentally ill, or have co-occurring disorders. Assist in accessing community services/resources. Be aware of individual physical restrictions, and medical concerns. Ensure the implementation of ISP objectives. Attend Staffing meetings.
- Provide assistance in acting as a liaison for individual and family concerns. Provide direct care duties, including activities of daily living, as assigned. Redirect and/or stabilize behaviors of person served.
- Implement therapeutic recreational programs for individuals receiving services.
- Ensure that agency procedures, licensing and accreditation standards related to health and safety are maintained. Observe for, and immediately respond to, any reported health and safety concerns or violations. Ensure that periodic inspections of hazardous chemicals are conducted in order to ensure the appropriate labeling of chemical containers.
- Demonstrate ability to utilize crisis management procedures and techniques. Apply learned knowledge of philosophies of person centered planning and active treatment within service provision for individuals with behavioral health disabilities.
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QUALIFICATIONS AND EXPERIENCE

1. Must be at least 21 years old.
2. Requires any combination of training, education, and experience listed below:
 - a. Master's degree in behavioral health related field; or,
 - b. Master's degree in a non-behavioral health related field and 30 semester hours in behavioral health education and two years behavioral health work experience; or,
 - c. Registered nurse; or,
 - d. Physician assistant who is not working as a medical practitioner and two years of behavioral health work experience; or,
 - e. Bachelor's degree in a field related to behavioral health and at least two years of full-time behavioral health work experience; or,
 - f. Bachelor's degree in non-behavioral health related field and four years behavioral health work experience; or,
 - g. Associate's degree in behavioral health related field and four years of full-time behavioral health work experience; or,
 - h. High school diploma or high school equivalency diploma (GED) and:
 - i. 18 credit hours of post-high school education in a field related to behavioral health completed no more than four years before beginning to provide behavioral health services and 2 years of full-time behavioral health work experience; or,
 - ii. 4 years of full time behavioral health work experience, or,
 - i. Licensed as a practical nurse with at least two years of full-time behavioral health work experience.
3. Complete at least 48 hours of training during the first 12 months of employment and at least 24 hours of training for subsequent years, and/or as stated by supervisor.
4. Satisfactory work record as determined by the Human resources Department.
5. Ability to obtain and maintain fingerprint clearance and meet agency personnel requirements.
6. Successfully complete a pre-employment drug screening.
7. Ability to provide/obtain proof of negative TB screening and chest x-ray, as applicable.
8. Successful completion of a post-offer skills and abilities examination as defined by a licensed occupational or physical therapist, as required.
9. Successful completion of Marc Center training program to the satisfaction of department and/or agency requirements, Office of Behavioral Health Licensure, and Regional Behavioral Health Authority Quality Management requirements.
10. Manual dexterity to include, but not limited to: stooping, bending, lifting, carrying, and lifting a minimum of 50 pounds.
11. Ability to meet Marc Center driver eligibility requirements, as applicable.

12. According to timelines, ensure the accurate completion of administrative tasks and documentation to include, but not limited to; Payroll, ISP documentation, billing/encounters, case records, vehicle mileage reports, fire drills. Implement therapeutic recreational programs for individuals receiving services. Attend meetings and actively participate in internal and external committees, as assigned. Demonstrate good work habits in the areas of attendance, punctuality and completion of work assignments.

ORGANIZATIONAL RELATIONSHIPS

1. Directly accountable to the Program Manager/Coordinator or designate.
2. Clinical oversight provided by the, the Clinical Director and/or designate.
3. Participate with the applicable program staff, interdepartmentally and intradepartmental, and interface with families, Marc Center leadership, community resources, and provider/professional groups as assigned by the Director of the site.

I HAVE RECEIVED A COPY OF THIS JOB DESCRIPTION. I HAVE READ AND UNDERSTAND THE INFORMATION PRESENTED HERE. THIS JOB DESCRIPTION IS NOT A PROMISE OR A CONTRACT OF EMPLOYMENT, EXPRESSED OR IMPLIED, AND DOES NOT ALTER THE EMPLOYMENT AT-WILL RELATIONSHIP IN ANY WAY.

Employee Signature

Date

ADMINISTRATIVE USE ONLY

Signature/Title

Date