



## Klamath Tribal Health & Family Services

3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290  
HR Fax: (541) 273-4564

**Opens: 9/23/2020**  
**Closes: 10/9/2020**

EXEMPT   X    
NON-EXEMPT       

**POSITION:** **BEHAVIORAL HEALTH CONSULTANT**

**RESPONSIBLE TO:** Lead Primary Care Provider

**SALARY:** GS-12 \$60,560-\$78,728 Full Benefits  
GS-13 \$72,689-\$93,617 Full Benefits  
GS-14 Only for employees with 10+ years of Service rendered with Klamath Tribes.

**CLASSIFICATION:** Professional/Management, Regular, Full-Time

**LOCATION:** Klamath Tribal Health & Family Services  
330 Chiloquin Blvd.  
Chiloquin, Oregon

**Background:** P.L. 101-630 level

### **POSITION OBJECTIVES**

The Behavioral Health Consultant (BHC), reports to the Health Systems Director, and is responsible for direct patient care by providing screening, brief intervention, brief treatment and referral to patients in the Primary Care Clinic. The Behavioral Health Consultant will provide direct patient care services; that is compassionate and culturally sensitive care for patients of KTHFS, in accordance with state ethics and licensure requirements. The BHC will consult with the Primary Care Providers and integrated care team members and will provide support to the patients in Primary Care. The BHC does not formally diagnosis, nor will treatment plans be in place. This will be done by the referral agency.

The Behavioral Health Consultant will make appropriate referrals to Youth and Family Guidance Center as well as other external agencies and will be responsible for ensuring

services are meeting the needs of clients and that services being provided are in accordance with professional practices and legal requirements.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Customer Care & Relationships:**

1. Creates, develops and nurtures culturally-appropriate interactions and connections with each other, patients and the community.
2. Provides professional expertise and consultation to the primary care or behavioral health provider:
  - Devises and proposes changes and innovations to achieve more effective working relationships and improve performance and services provided and connections with other departments.
  - Works with Primary Care and Behavioral Health Providers to develop the “core” behavioral health skills needed on an integrated care team.
  - Makes appropriate referrals to the Urgent Response Team and seeks resources to aid patients.
  - Assists, leads or co-leads patient case conferences with integrated care team members.
  - Educates, prepares and refers patients for participation in learning circles.
  - Works with members of treatment team (internal and, where appropriate, external), including mentors, educational and vocational instructors, clinical staff, etc. to further the goals of the individual educational and/or treatment plans.
  - Develops and maintains a trusting and partnering relationship with assigned patients in order to assist in the success of the treatment plan.
  - Works with provider to monitor and manage “at-risk” and “chronic” patients.
  - Works to improve provider and patient working relationship.
3. Performs brief assessment and brief treatment for a wide range of psychological and behavioral health needs using brief intervention and brief treatment:
  - Obtains complete and accurate information in a courteous, respectful and culturally sensitive manner in order to determine a diagnosis and appropriate treatment plan.
  - Assesses the treatment needs of the patients for referral.
  - Participates in presenting patient reviews to a multi-disciplinary team and accepts and provides feedback regarding clinical issues.
  - Establishes and maintains liaison with other related professional services within the organization to ensure that all clinical requirements are met.
  - Strives to ensure that appropriate diagnostic evaluations and treatment plans are achieved in order to provide highest quality of care for the patient.

- Advises patient and family members in methods that facilitate a capacity for self-care and a movement towards a health care partnership between the health care providers, the patients and their families.
  - Provides effective triage of patients in need of specialty behavioral health.
4. Participates in fulfilling the mission, vision, goals and objectives of the organization:
    - Works with other staff in the department as a member of the department and the system.
    - Assists in committee and other duties within the department.
    - Assist in maintaining a clean work environment including adequate supplies and upkeep of unit and equipment. Assists in reporting defective or missing equipment and safety hazards. Assists in disaster planning and activities.
    - Coordinates and works with other team members to ensure the efficient and effective flow of patients through the department.
    - Starts on time and works with other team members to ensure a timely flow of patients.
    - Intervenes and diffuses situations involving agitated, confused or emotional patients and/or family members.
  5. Develops and maintains interpersonal relationships to be effective team member within a department which is focused on team building.
  6. Maintains currency of job knowledge and skills to assist patients in assuming self-care and to provide patient and family members with appropriate information regarding home care. Skill in empathic interpersonal relationships is a priority for this position since the perception of the patient must be that the staff is interested in attending to their needs.
  7. Works effectively with the general public and occasionally handle the hostile or disgruntled patient.
  8. Adheres to KTHFS Policy on documentation in Next Gen at the Wellness Clinic.

**Communications & Teamwork:**

9. Shares and receives information, opinions, concerns and feedback in a supportive manner.
10. Works collaboratively by building bridges and creating rapport with team members within departments and across the organization.
11. Communicates effectively:
  - Ensures that verbal and written instructions are clear and concise and understood by listening and asking for feedback.
  - Patient notes are written clearly in order to provide adequate information for other health care providers.
  - Appropriately addresses health care issues.

- Utilizes opportunities to provide helpful information to patients and their families.
- Uses the computer system in order to obtain patient information, document clinical data, notes and check messages.

12. Performs job duties as a member of the integrated care team:

- Provides services as a behavioral health consultant of the primary care of behavioral health team.
- Provides simultaneous focus on health and behavioral health issues.
- Attends staff meetings, training sessions and planning and problem solving sessions.
- Participates in regularly scheduled individual and group supervisory sessions.
- Develops educational, training materials and conducts sessions or disseminates information to integrated care team on recent advances in the field.
- Manages time to meet the needs of patients, provide immediate assistance or referral as needed and have knowledge of service areas.
- Works with consultant-psychiatrist as needed.
- Ability to rapidly transition between patients while maintaining patient-care standards.

13. Utilize professional communication and conflict resolution skills with patients and staff.

14. Effectively coordinates with multi-disciplinary team and providers in accomplishing goals/objectives of treatment plan.

15. Engages in effective communication at all times.

16. Present Clinical presentations at clinical review meetings.

**Improvement & Innovation:**

17. Makes meaningful improvement to services, program and processes and/or organizational effectiveness that create new value for patient and employees.

18. Works in coordination with management to develop and implement a quality assurance program:

- Monitors the quality of care being delivered.
- Chart reviews completed on a regular basis.
- Abides by policies, procedures and bylaws.

**Workforce development Skills & Abilities:**

19. Seeks out additional learning opportunities to continue to develop the technical and professional skills needed now and in the future.

20. Takes responsibility for all work activities and personal actions by following through on commitments.
21. Consults and coordinates with the Primary Care team:
  - Supports provider decision-making and builds on provider patient interventions.
  - Provides assistance to the providers by answering questions regarding patient care.
  - Works in coordination with the integrated care team to develop treatment plans for patients.
  - Adheres to agency policy regarding documentation and medical records procedures.
22. Exposure to and training in evidence based procedures for complicated conditions, such as severe depression and obsessive compulsive disorder.
23. Maintains documentation in compliance with State, Federal, Professional and Ethical guidelines.
24. Practices appropriate assessment techniques, diagnosis and brief treatment of psychiatric and behavioral health needs in children, adolescents and adults.
25. Efficiently and effectively manages multiple clinical tasks.
26. Applies knowledge of and application of 1974 Privacy Act is required as use of patient record is an integral part of the position and privacy of individuals must be protected to the fullest. Also full understanding of Federal laws governing confidentiality for patients requesting substance abuse services.
27. Evaluates suicidal individuals or individuals in crisis and manages their safe disposition.
28. Maintain quality, safety and infection control standards.
29. Perform comprehensive clinical assessment of population served.
30. Utilize assessment information and collateral information to conceptualize patient psychopathology for referral.
31. Independently produce professional and accurate written work with minimal supervisory correction or editing.
32. Independently develop, coordinate and facilitate psycho-educational classes, learning circles and patient activities.
33. Demonstrates expanding capability to be self-directed in the management of responsibilities.

34. Provide comfort and instruct health care providers at various levels.

35. Maintain quality, safety and infection control standards.

### **SUPERVISORY CONTROLS**

Work is performed under the general direction of the Health Systems Director. The Behavioral Health Consultant performs duties following established medical and Tribal policy. Unusual, new, or complex assignments that require deviation from past experience or precedents are discussed with supervisor.

This position requires consistent, sound judgment and the ability to work independently with minimal supervision. The incumbent exercises judgment based on training, protocol and licensing limitations. Employee exercises initiative in researching answers and solving problems based upon previous training, experience and instructions.

### **KNOWLEDGE, SKILLS, ABILITIES**

#### **Strong leadership and supervisor skills**

- Must have strong leadership skills and a thorough understanding of team systems
- Supervisory experience within a professional/provider service organization.
- Experience working as a part of a multidisciplinary team.
- Ability to relate well with a diverse group of people, including other professionals, program staff and the general public.
- Experience with development of program policies and procedures for client case management and mandatory recordkeeping.
- Ability to function positively in an environment of limited resources
- Knowledge of Quality Improvement and Accreditation process.

#### **Strong clinical skills**

- Have training and knowledge and/or experience demonstrating competence in the treatment of addictive disease including client evaluation, counseling theory and therapeutic techniques
- Knowledge of psychological theories, principles, and practices including; various theoretical models of psychotherapy, psychological assessment and report writing, crisis intervention, child development and play therapy, and ethical issues in the practice of psychology.
- Knowledge of chemical dependency and treatment methods with a strong understanding
- of the recovery model, motivational interviewing, stages of change, contemporary cognitive behavioral interventions, and strengths-based approaches and strategies
- Experience with patients who have been victims of physical and/or psychological trauma, with attention to early intervention and return to normal functioning.

- Experience in the assessment of suicide risk and suicide prevention, and case management of high-risk patients.
- Ability to function positively in an environment of limited resources.
- Demonstrates advanced knowledge and skills in the following techniques:
  - Individual Counseling Skills
  - Group Counseling Skills
  - Addictions Pharmacology
  - HIV/AIDS Risk Assessment & Risk Reduction
  - Counseling Ethics
  - Counseling Diverse Populations
  - ASAM, or Assessment, and Client Record Management
  - Co-Occurring Disorders, and/or Dual-Diagnoses

Knowledge of psychotropic medications, treatment interventions for dual diagnosis, family systems theory, and trauma informed care models.

Knowledge of the psychological effects of illness on individuals and their families, and the role of psychological factors in the exacerbation of illness.

### **Strong interpersonal skills**

- Ability to work effectively with peers, individual clients and groups
- Ability to work effectively as a team member
- Ability to work with Native American populations; knowledge of the Klamath Tribes' culture is preferred
- A general understanding of cultural differences and have a strong appreciation of and respect for other cultures
- Empathetic manner to deal with clients who may have multiple needs
- Ability to display a non-judgmental attitude
- Ability to establish and maintain cooperative working relationships with those contacted during the course of work

### **Strong organizational skills**

- Ability to establish priorities, manage time and meet deadlines
- Ability to be punctual to appointments, meetings, and group/individual therapy sessions
- Ability to perform administrative tasks related to client documentation
- Ability to compile information designed to aid clients in reaching treatment objectives
- Ability to compile information to aid clients in carrying out treatment objectives.

### **Strong communications skills**

- Ability to communicate clearly and concisely in an oral format
- Ability to communicate clearly and concisely in a written format
- The ability to operate computer hardware and software at a level needed to effectively perform job functions. This includes the ability to enter data and retrieve data and to prepare simple reports

- Ability to apply principles learned to new situations
- Ability to learn and teach new skills
- Ability to conduct public presentations

### **Strict confidentiality**

- Ability to maintain strict confidentiality of medical records and adhere to the standards for health recordkeeping, HIPAA and the Federal Drug & Alcohol Confidentiality Law.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.***

- **REQUIRED** to possess a Masters Degree Counseling, Clinical Social Work, or a PsyD/PhD in Psychology or Counseling with completion of educational requirements from a professionally approved and accredited educational program with appropriate licensure and/or certification. *(Must submit copy of degree or transcripts with application).*
- **REQUIRED** to obtain independent Oregon licensure within two years from date of hire, if unlicensed at time of hire. Out of state licensed professionals must be able to acquire an Oregon License within six months of hire. Klamath Tribal Health will reimburse up to \$500 of the cost for testing and license. *(Must submit copy of applicable license with application, if currently licensed).*
- **REQUIRED** to obtain a Certification by the State of Oregon (ACCBO) as a Certified Alcohol & Drug Counselor II (CADC II). Out of state professionals must be able to acquire an Oregon Certification within six months of hire. *(Must submit copy of certification with application).*
- **REQUIRED** to have a minimum of one (1) year of clinical experience. Clinical practicum, internship, and post-graduate supervised training may count toward this requirement.
- **REQUIRED** to have experience in the assessment of suicide risk, self-injurious behavior, and all high-risk behaviors; case management of high-risk clients.
- **REQUIRED** to have experience with clients who have been victims of physical and/or psychological trauma, with attention to early intervention.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by the Klamath Tribal Health & Family Services' vehicle insurance policy. *(Must submit copy of driver license with application.)*



- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.
- **REQUIRED** to acquire and maintain BLS certification within 180 days of hire; strongly recommend certification within 90 days of hire, probationary period will be extended for a maximum of 180 days pending certification.
- **REQUIRED** to accept the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
- **REQUIRED** to be free from exclusion from providing Federal health care benefits including Medicare and Medicaid as per the Federal OIG and GSA exclusion lists.
- **REQUIRED** to model a clean and sober lifestyle both on and off the job.

**Preferred Qualifications:**

- Experience working with a multidisciplinary team is strongly preferred.
- Experience working with Native Americans is strongly preferred.
- Experience in program development is preferred.

**Indian Preference:**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or

non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

### **APPLICATION PROCEDURE**

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services  
ATTN: Human Resource  
3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”.

Applications will not be returned.