



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: Behavioral Health Director DATE OPENED: 09/17/2020

DEPARTMENT: FCHC / Health Department CLOSING DATE: 11/01/2020

If you have any questions about this position vacancy, call: (406) 751 - 8109

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

FULL TIME

REGULAR  
(YEAR ROUND POSITION)

IF APPLICABLE:  
TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_

PART TIME

SEASONAL

STARTING WAGE: \$ \_\_\_\_\_ per Hour

TEMPORARY

SALARY AT:

1 YEAR STEP: \$ \_\_\_\_\_ per Hour

2 YEAR STEP: \$ \_\_\_\_\_ per Hour

3 YEAR STEP: \$ \_\_\_\_\_ per Hour

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

This is a contract position and pay will be depending on experience and education.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:  
[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b>	Behavioral Health Director	<b>Job Code:</b>	13200
<b>Department:</b>	Flathead Community Health Center	<b>Pay Grade:</b>	Contract
<b>Reports to:</b>	Executive Director	<b>FLSA Status:</b>	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

**Department Overview:** The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include: Environmental Health Services, Community Health Services, Health Promotion and the Flathead County Animal Shelter. The Health Department offers primary health care services through the Flathead Community Health Center, Flathead Family Planning and Flathead County Home Health. Environmental Health services offered include food safety, water quality and land use development and air quality. Community Health services offered include communicable disease prevention and control, immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Health promotion services offered include cancer screening, tobacco use prevention, injury prevention and public health preparedness. The Flathead Community Health Center is a federally qualified health center and Flathead Family Planning clinic is operated under Title X of the Public Health Service Act. The Flathead Community Health Center and Flathead Family planning provide team based patient centered medical, reproductive, dental and behavioral health care. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients.

**Job Summary:** Under general supervision of the Executive Director, the Behavioral Health Director directs the work of the Behavioral Health Specialists and works as a member of the Community Health Center primary care team, identifying, triaging and managing patients with medical and behavioral health problems within a primary care setting. This position will provide professional oversight of all mental health service delivery, assuring quality behavioral care services and staff development. In addition the position works closely with the other disciplines in integrating behavioral health into primary care.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Provides supervision of others as prescribed herein. Develops behavioral health protocols to ensure compliance with current standards of practice.
- Serves as a member of the FCHC Leadership Team and participates in relevant planning meetings.
- Participates in the review and determination of behavioral health clinic scope of service.
- Oversees development and implementation of the behavioral health Quality Assurance program. Participates in formal quality assurance/review program with management team.

- Participates in board meetings as requested.
- Participates in meetings with primary care staff for patient case reviews.
- Manages mental health and substance use disorder grants.
- Maintains community relationships.
- Diagnoses and provides treatment to individuals with mental disorders and psychosocial problems.
- Assesses and plans for the social requirements of individuals through consultative contacts in individual or group sessions.
- Assists primary health care providers in evaluation for medical non-compliance and support of patients with chronic pain prior and during treatment.
- Works with primary care team to treat and manage patients with chronic emotional and/or health problems efficiently and effectively.
- Works with primary care providers to refer patients to other health care specialists as appropriate.
- Assists in the detection of "at risk" patients and development of plans to prevent further psychological or physical deterioration.
- Evaluates patient care plans with primary care team.
- Provides staff education and training.
- Performs other duties as assigned.

**Non-Essential Functions:**

- Incumbents may be requested to perform functions relevant to the position but not listed above.

**Physical Demands and Working Conditions:**

- Work occurs in clinical, medical facility environment.
- Frequently required to sit, talk, write, listen and read.
- The employee may infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.
- The employee is infrequently required to lift and/or move up to 25 pounds.
- Duties may require exposure to hostile, emotionally disturbed or mentally ill persons and/or confrontational interpersonal situations;
- The noise level of the building is usually moderate; however employee is occasionally subjected to loud equipment noise.

**Supervision Exercised:** This position will exercise supervisory duties specified by the Executive Director over behavioral health personnel, including behaviorists.

**Knowledge, Skills, and Abilities:**

Knowledge of:

- behavioral medicine and evidence-based treatments for medical and mental health conditions;
- psycho-pharmacology;
- screening and diagnostic tools;
- substance abuse counseling and treatment planning;
- techniques in interviewing, screening, assessing and counseling clients with mental health disorders;

- mental health crisis identification, diagnosis and management;
- client confidentiality and the ethical and legal requirements of the profession;
- community resources and organizations.

**Skills and ability to:**

- assess clients and create appropriate treatment plans or referrals;
- provide effective counseling and case management in a primary care setting;
- work effectively in a team, interfacing with patients, primary care providers, education staff, mental health specialists as well as with administrative and support staff;
- maintain strict confidentiality of all Health Center matters;
- establish and maintain effective working relationships in a culturally diverse environment, particularly when dealing with sensitive issues;
- work effectively with diverse populations and age groups;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to effectively coordinate the duties of others in the behavioral health work unit;
- Ability to provide in-house training to staff assigned to the behavioral health work unit;
- Ability to work productively and motivate staff to work productively as a cohesive work unit and across the health center;
- Ability to accurately review and evaluate the work performance of staff;
- Ability to develop a budget and manage grants;
- Ability to operate computer systems and related software, including word processing and spreadsheet programs.

**Education and Experience:**

Requires graduation from an accredited college with a Master's Degree in Social Work and licensure as a Clinical Social Worker (LCSW), licensed as a Clinical Psychologist, or licensure in Montana in a profession recognized as a behavioral health specialist. Requires two years' experience in a clinical or mental health setting and one year of supervisory or management experience; or any combination of education and experience which indicates the possession of the knowledge, skills and ability listed.

Action	Date	Reference
Adopted	8/29/2011	Commissioners' Minutes
Revised	6/1/2015	Commissioners' Minutes
Revised	1/15/2019	Commissioners' Minutes