MUSKEGON COUNTY, MICHIGAN

CLASS TITLE BEHAVIORAL HEALTH ASSESSOR

DISTINGUISHING FEATURES OF THE CLASS

The Behavioral Health Assessor, under direction and review of a Program Supervisor, serves to facilitate the intake process for Muskegon County residents seeking services from HealthWest. The Behavioral Health Assessor determines client eligibility for services, provides assessment and testing, processes client service re-authorizations, and makes determinations regarding the medical necessity of services as well as level of care. The Behavioral Health Assessor makes determinations to assure appropriate utilization of services, performs reviews to establish clinical appropriateness of services, makes treatment recommendations, and identifies risk and liability issues. The Behavioral Health Assessor performs other related duties as assigned.

SUPERVISION RECEIVED

The Behavioral Health Assessor, under the general supervision of a Program Supervisor and in compliance with the policies and procedures established by the HealthWest Board, performs job duties on an independent basis and is responsible for the quality of service.

SUPERVISION EXERCISED

None.

TYPICAL EXAMPLES OF WORK PERFORMED

(The following examples are intended to be descriptive but not restrictive.)

Facilitates the HealthWest intake process for persons who have Developmental Disabilities or Mental Illness;
Determines client eligibility for services via telephone screening, Psychosocial assessment and triage;
Provides Psychological testing when indicated;
Processes client service re-authorizations;
Makes determinations regarding client eligibility, medical necessity of services, and level of care;
Makes determinations regarding appropriate utilization of agency services;
Performs chart and document reviews to establish clinical appropriateness of services;
Makes treatment recommendations and identifies risk and liability issues;
Consults on a regular basis with other community agencies for the purpose of the coordination of services;
Performs other related duties as assigned.

EXPERIENCE, TRAINING, KNOWLEDGE, SKILLS AND ABILITIES

A. Required Experience and Training

1. Possess a Master's degree from an accredited college or university in Psychology or Social Work.
2. Possess a license or is working toward a license to practice in Psychology as issued by the State of Michigan (LP, LLP, TLLP, LLMSW or LMSW -- LP or an LLP preferred).
3. Have one (1) year full-time post-graduate work experience in a psychiatric or developmental disabilities setting/or four (4) semesters internship in a mental health field.
4. Preferred to have knowledge/experience with administering psychological testing.
5. Possess a valid driver's license and the ability to obtain a Michigan Driver License within 30 days of employment.
6. Must have reliable transportation that may have to be used to carry out job duties of this classification.

B. Preferred but not Required

1. Bilingual candidates highly desired.
2. Lived experiences with mental illness/developmental disabilities/substance use disorders valued.
3. Individuals in Recovery and individuals with experience in Armed Services valued.

C. Required Knowledge, Skills and Abilities

Considerable knowledge and understanding of Behavioral Health Managed Care concepts;
Considerable knowledge of the various services provided by a Community Mental Health agency;

Knowledge of the functions, organization and policies of various mental health agencies throughout Muskegon County;
Knowledge of motivations, interests, attitudes and personal problems of persons with mental illness and developmental disabilities;
Considerable ability to cope with difficult and/or emergency situations requiring immediate decisions in accordance with agency policies and procedures;
Considerable ability to exercise independent judgment and initiative in analyzing client and program related problems and recommending appropriate solutions;
Considerable ability to review records and make determinations pertaining to the appropriate utilization of services;
Considerable ability in using computer systems for evaluating care needs, recording symptoms and authorizing appropriate services;
Considerable ability in using the telephone to collect clinical information from potential clients, including clinical formulation and establishing a plan of care;
Considerable ability to establish and maintain effective working relationships with fellow employees and the general public;
Considerable ability to give and receive complex oral and/or written instructions;
Ability to explain program policies and procedures to inquiring personnel;
Ability to speak effectively before boards, committees, and public groups.
Knowledge and experience working in an Autism program and experience with administering the ADIR and ADOS-2 will be given preference; however, if not experienced in this area, training will be provided.

PHYSICAL ACTIVITIES

An employee in this class performs generally sedentary activities requiring the occasional lifting of objects weighing thirty-five (35) pounds or less.

ENVIRONMENTAL CONDITIONS

Although this employee works in the offices of HealthWest, travel throughout the County may be required.

CAREER OPPORTUNITIES

An employee in this class, with sufficient training and experience may be considered for promotion to a higher level professional position with HealthWest, should a vacancy occur.

Approved by _____
Rich Francisco, Executive Director-HealthWest

Date _____

Approved by _____
Kristen N. Wade, Human Resources Director

Date _____

Approved by _____
Mark Eisenbarth, County Administrator

Date _____

10/2016
XF097

I Have Reviewed the Above Job Description (can be signed electronically)

Print	**Sign**	**Date**