

## **CORE Services – Behavioral Health Specialist**

*The responsibility of the Behavioral Health Specialist is comprised of two specific components*

**Supervisor:** CORE Supervisor

- **Psychosocial Rehabilitation:** Assist the individual with functional deficits and interpersonal and/or environmental barriers associated with a behavioral health condition. Focus can include help on relearning interpersonal skills, independent living, social and community growth, health and wellness and recovery.
- **Family Support and Training:** A person-centered, recovery oriented, trauma-informed approach to partnering with families and other supporters to provide emotional and informational support, and to enhance their skills so that they can support the recovery of a family member with a substance use disorder/mental illness.

### **Education/Qualifications:**

- Bachelor's Degree in Rehabilitation Counseling, Social Work, Psychology, or related field; LMSW, LMHC, LMFT Associated Degree in Human Services Field OR
- Associates Degree in Human Services or related field AND 2 years' experience with SMI/SUD population
- Demonstrate high levels of organization
- Ability to thrive in an independent, self-guided manner
- Understanding of mental illness and co-occurring disorders, engagement strategies, wellness self-management
- Working knowledge of services and community resources that will help the client to remain in stable housing.
- Aptitude for developing collaborative relationships with community partners
- Empathetic individual with the ability to demonstrate poise, tact, and diplomacy
- Strong oral and written communication skills
- Basic computer software knowledge (i.e., Word, Excel, Microsoft Outlook etc....).
- Valid driver's license, acceptable driving record as defined by AHD Auto insurance underwriting.

### **Key Job Functions:**

- Effectively manage assigned caseload to ensure all client needs are being met
- Complete intake and evaluation with each assigned client to identify frequency and duration of meetings
- Communicate with Managed Care Organizations when a new client is enrolled/graduated
- Demonstrate quality written and verbal communication to meet documentation standards
- Develop well-written service plans with clients that are person-centered and recovery-oriented
- Demonstrate ability to work in a group setting for Family Support & Training sessions
- Actively engage in weekly meetings with Supervisor for coaching sessions
- Participate in care team meetings for clients to review progress and address any unmet needs
- Ensure billable standards are met, weekly
- Attend all required trainings as assigned
- Coordinates treatment and emergency intervention when and if needed, to meet the needs of the client.

### **Arbor Housing and Development Expectations:**

- Report to work on time and work your scheduled shift, except in cases of emergency.
- In the case of an emergency, contact your immediate supervisor and/or on call designee for guidance.
- Complete, clear, quality, integrity based, timely documentation for each client on your assigned caseload.
- Effectively discharge the key job functions of your job in accordance with CORE Services rules and regulations, AHD Code of Conduct and Standard of Acceptable Behavior.
- Support a Non-Discrimination/ Anti-Harassment/Sexual Harassment free work environment, foster a respectful environment and refrain from unprofessional conduct as referenced in the Personnel Policy Manual
- Perform other duties as assigned by CORE Services Supervisor

### **Physical Demands / Environment**

- Prolonged period of sitting will be necessary.
- Mental, verbal, and visual attention is continually required Bending, stretching, and standing for long periods of time
- Lift, push or pull 25 to 50 pounds occasionally
- Client residence, remote and/or office setting at location assigned i.e., Corning & Bath, Allegany, and Livingston County

***Critical features of this job are described above. They may be subject to change at any time due to reasonable accommodation or other reasons. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.***