

FOUR RIVERS BEHAVIORAL HEALTH

Official Posting Notice

Effective **11/10/17** a vacancy for this position has been declared at the **[Lakes Ctr.]**. Any individual interested in this position should contact the FRBH Human Resource Department at 425 Broadway, Paducah, KY 42001; phone # (270) 444-3625.

Job Title: Assessment Specialist

Pay Grade: 14

Wage and Hour Status: Non-Exempt

Assigned to Scale: 11/18/07

Revised: 10/25/15

JOB DESCRIPTION

I. Position Overview:

This position is full-time with a regular but flexible 40 hour per week schedule. An Assessment Specialist provides direct services to FRBH Consumers as permitted under the guidelines established by CMHC regulatory entities. An Assessment Specialist expedites the intake process for individuals seeking services from FRBH at the Site where s/he is assigned by conducting a comprehensive psychosocial assessment including diagnostic impressions and the development of treatment plans appropriate to the related diagnostic impressions. Also, an Assessment Specialist may serve in the after-hours on-call system and may provide community services and other miscellaneous duties as directed to meet FRBH's mission and goals. Clinical supervision of the services delivered by an Assessment Specialist is conducted as required by the CMHC regulatory entities, corporate contractual agreements, and corporate policy. This position administratively reports to the Site Administrator; however can report, by assignment, to an appropriate designee of the Site Administrator.

II. Major Tasks / Responsibilities

A. Direct Services

1. Provides screening, referral, and intake services to consumers who are within qualified age ranges and diagnostic groups
2. Secures information necessary to evaluate, assess, and screen consumers for clinical needs
3. Interviews consumers in the office, hospitals, jails, home and other locations as necessary and appropriate
4. Performs psychosocial and other evaluations allowable by CMHC regulatory entities
5. Formulates diagnostic impressions and develops treatment plans and referrals appropriate to the diagnostic impressions and assessed needs
6. Coordinates and consults with referral sources and other resources on behalf of FRBH consumers
7. Participates in clinical staffing of cases as needed and assigned

B. Community Relations

1. Assists and participates in public relations, community education, and organization activities of FRBH in accordance with established policies and procedures and under the direction of their assigned Site Administrator
2. Works with other behavioral health agencies, the medical community, and other community organizations as appropriate and assigned
3. Provides and conducts workshops, seminars, and general educational informational meetings as assigned
4. Conducts other consultation, education, and prevention activities as assigned

C. Miscellaneous

1. Meets productivity standards as assigned.
2. Maintains appropriate clinical and administrative records as required
3. Participates in committees and staffings as assigned
4. Performs other duties as assigned by superiors

III. Minimum Qualifications

- A. Must have a bachelor's degree in a behavioral health discipline that will qualify the individual for a billable "Mental Health Associate" status
- B. Must demonstrate that s/he does not qualify for a clinical practice credential from any board duly authorized under KRS to regulate his/her professional activities
- C. One (1) year experience in a behavioral health setting
- D. Must have an endorsement from an Interview Team, under the guidance of the relevant Vice President, which supports the opinion that there is reason to believe the individual has the basic diagnostic, treatment familiarity, ethical, and communication skills necessary to perform the duties of the specific role to be filled
- E. Must have a valid driver's license and insurable driving record
- F. Must pass all required background checks

Confirmation

With my signature below I affirm that this job description was explained to me on the date indicated.

Candidate/Employee

Date of Explanation