

POSITION DESCRIPTION

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| Classification: | Behavioral Health Specialist |
| Title: | Behavioral Health Specialist |
| Employee Name: | |
| Program: | Child Care Health Outreach/First Steps |
| Division: | Environmental Health/Prevention Services |
| FTE: | 0.5 FTE/0.2 FTE |
| FLSA: | Non-Exempt |
| Represented Status: | APHU – Allied Professional |
| Salary Range: | 17 |
| Position Number: | |
| Effective Date: | April 1, 2017 |
| Revised: | January 2018 |

Definition:

Under the direction of a supervisor/manager, this position is split between two programs – 20 hours/week with Child Care Health Outreach and 8 hours/week with First Steps.

Child Care Health Outreach Behavioral Health Specialist will perform a variety of services related to behavioral health of children in child care facilities. Activities will include collaboration with child care providers and community partners to improve behavioral health in child care settings, awareness and education regarding a broad range of mental, social, and emotional health topics to effect positive behavior changes, development and facilitation of distance learning and on-line trainings, and the assessment of child behavior and behavior management within the child care setting.

Incumbent will work collaboratively with various disciplines and agencies serving child care facilities to identify and address behavioral needs impacting the child care population. The behavioral health specialist works closely with caregivers to assist them in the management of child behavior within a group setting, and applies a working knowledge of public health practices and concepts of child behavior. The focus of this position is not to work individually with one child at a time, but rather to support the providers who care for children with tools for success. The individual demonstrates cultural competency in the ability to engage with people from diverse backgrounds, cultures, and socioeconomic circumstances to influence the child care community.

The position involves working cohesively with other members of the Child Care Health Outreach team, which includes a public health nurse, two environmental health specialists, and a nutritionist. As a member of the Child Care Health Outreach team, the behavioral health specialist will have tasks and responsibilities that contribute to the overall group efforts and are not always specific to behavioral health. This may include program planning, administrative work, attending events put on by colleagues, marketing the program, and networking with various community members or agencies at the local and state level.

First Steps Behavioral Health Specialist will perform a variety of behavioral health activities related to parent child health to address health issues and disparities adversely impacting populations and individuals residing within Snohomish County. Activities include advocacy, assessment, education, referral, professional consultation, policy development, partnerships, communication, and problem solving.

Incumbent will work collaboratively with various disciplines and agencies throughout the county to identify and then reduce or impact health disparities adversely impacting the parent child health population. The

behavioral health specialist serves as an expert on mental and emotional parent child health issues and applies a working knowledge of public health practices and concepts of prevention, mental wellbeing and emotional stability to situations involving individuals, families and communities populations. The behavioral health specialist demonstrates cultural competency in the ability to engage with people from diverse backgrounds, cultures and socioeconomic circumstances to influence effective change at multi-levels of prevention.

Work is performed under general supervision in both programs. The supervisor/manager defines objectives, priorities, and deadlines and assists incumbent with unusual situations, which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with experienced judgment, instructions, policies, procedures, and/or accepted practices. Work is evaluated for competency of professional judgment and achievement of goals and objectives.

Examples of Work Performed:

This individual is expected to operate with considerable latitude and apply sound judgment to make recommendations, decisions and solve problems consistent with public health practice and participate as a member of cross-functional teams. Specific examples of work will include, but not be limited to the following:

Child Care Health Outreach Screening and Assessment:

- Supports and/or facilitates child care providers and processes to assess strengths, weaknesses in children's behavior management and helps to identify community resources
- Assesses children's behavior as a group dynamic and consults with child care providers on topics such as separation anxiety, injury of self or others, obsessive compulsive disorder, attention deficit hyper activity disorder, autism, eating and sensory disorders
- Assesses educational and resource needs of child care providers; designs and implements appropriate training
- Identifies cultural patterns influencing child care behavioral practices

First Steps Screening and Assessment:

- Supports and/or facilitates community process(es) to assess community strengths, weaknesses and resource gaps
- Participates in the collection of new data and presents relevant data to community groups and organizations
- Identifies disparate parent child health populations in Snohomish County and works with partners, community groups and the impacted population to identify social determinants causing disparities
- Identifies cultural patterns influencing community health practices
- Assists in the development of quality improvement efforts
- Performs mental, social and behavioral health assessments on individuals, families, and groups
- Performs and documents Medicaid Administrative Claiming activities per the Medicaid Administrative Claiming Manual for LHJs

Child Care Health Outreach Policy Development and Program Planning:

- Works collaboratively in community efforts to develop, promote and implement policies and action plans to improve the behavioral health of children in child care facilities and other early learning settings
- Educates policy makers about child care behavioral issues in Snohomish County and recommends policies or other solutions to meet identified needs
- Mobilizes partnerships between policy makers, parent child health providers, social service agencies, nutritionists, families, general public and others to identify and address behavior problems
- Provides input into the fiscal and narrative components of proposals for funding from external sources
- Researches best practices that seek to improve the behavioral health of children in child care facilities and determine new ways to address issues

First Steps Policy Development and Program Planning:

- Works collaboratively in community efforts to develop, promote and implement policies and action plan to improve the health of the parent child health population
- Works collaboratively with the impacted population, community groups and partners to prioritize parent child health issues for intervention and develop an action plan
- Educates policy makers about parent child health issues in Snohomish County and recommends policies or other solutions to meet identified needs
- Mobilizes partnerships between policy makers, parent child health providers, social service agencies, families, general public and others to identify and resolve parent child health problems
- Researches best practices that seek to improve the health of communities and determine new ways to address health issues
- Participates in assessing, planning and implementing community mobilization efforts focusing on behavioral health issues and disparities

Child Care Health Outreach Partnership and Collaboration:

- Collaborates with child care providers and parents to promote a unified approach to serving children with emotional behavioral issues in a group setting
- Develops/maintains collaborative working relationships with child care providers, preschools, school age care, early learning centers, licensing, social service providers and others serving the population
- Represent child care behavioral concerns in community- based work groups
- Collaborates across SHD programs to promote health to children and providers in child cares
- Refers, consults and conferences with program supervisor and team/community members on a regular basis
- Assists in orientation of new team members and may act as a preceptor to students

First Steps Partnership and Collaboration:

- Collaborates with community partners to develop and implement a parent child health continuum of care in Snohomish County to assure the health of women from preconception through the maternity cycle, children, youth and their families
- Provides services to reduce exposure of individuals, families and communities to public health conditions or factors that may cause disease, disability, injury or death
- Participates in the development of case management and community action plans in collaboration with an interdisciplinary and/or multi-agency team.
- Assists with implementation of an individualized management plan by serving as an advocate and liaison between clients and community health and social service providers.
- Works with existing community agencies to identify and facilitate mechanisms by which individuals and families can have their health, financial, mental health, and substance abuse treatment needs met within Snohomish County to the maximum extent feasible.
- Works with community groups to develop new or promote existing programming for families in the community
- Convenes community groups to increase awareness of identified issues
- Assists in organizing, and participates and evaluates in health awareness activities
- Collaborates with the community to reduce barriers to accessing behavioral health services and assuring individuals and families are linked with health services
- Acts as a liaison, serves as a resource person and interprets behavioral health and other Health District services to individuals, groups, agencies and other professional disciplines
- Refers, consults and conferences with program manager and team/community members on a regular basis
- Assists in orientation of new team members and may act as a preceptor to students

Child Care Health Outreach Communication and Education:

- Promotes behavioral health through educating providers about stages of child development
- Works with child care providers to assist them in developing effective means of helping children to learn to interact positively with others and communicate their emotions

- Models how to express emotions, problem solve with words, and treat others with respect
- Assists child care providers with creating environments that reinforce appropriate behavior
- Assists providers in obtaining knowledge and ability to include children with special needs, including care plan development
- Educates on improving the quality of care for special needs children in the child care environment
- Provides access to resources and services available in the community
- Develops distance learning and on-site classes for child care providers that address behavioral health topics
- Presents information sensitively, effectively and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds and persons of all ages and lifestyle preferences

First Steps Communication and Education:

- Serves as a resource and assists in the development of selected educational materials
- Contributes to the development and implementation of media campaigns to promote parent child health and to specifically address parent child health issues
- Presents information sensitively, effectively and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds and persons of all ages and lifestyle preferences
- Provides referrals for financial assistance services, housing assistance services, mental health, and substance abuse treatment.
- Provides education for clients and their identified support individuals about their condition, health behavior changes, and resources available
- Completes documentation in accordance with guidelines and legal requirements and assures client's confidentiality
- Regularly collects, analyzes and shares information with team members, individuals, families, groups and organizations about behavioral health conditions, risks and resources in an identified area

Associated Duties:

- Participates in appropriate continuing education workshops/conferences to increase skill and competencies
- Contributes to the production of a monthly newsletter and other program publications
- Performs other related duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of public health and behavioral health practice
- Knowledge of conditions and milestones of pregnancy, parenting, infancy and childhood
- Knowledge of infant and child development
- Knowledge of conditions and milestones of pregnancy, parenting, infancy and childhood
- Knowledge of social, financial, housing, behavioral, and health care resources within Snohomish County
- Ability to establish and maintain effective working relationships with staff, management, colleagues, other professionals, and the public
- Ability to interpret and present data and information to diverse populations
- Ability to perform documentation according to standard guidelines and legal requirements
- Ability to interpret and present data and information to diverse populations
- Ability to participate in public health planning and outreach efforts
- Ability to plan and conduct educational programs
- Ability to work independently and exercise good judgment in carrying out position responsibilities
- Ability to utilize a variety of computer equipment and software
- Ability to effectively analyze information and data points
- Ability to effectively review research and other background information

- Ability to facilitate and lead group discussions among community groups and other community leaders.
- Ability to reach conclusions for effective decisions or recommendations
- Skilled in communicating ideas effectively orally and in writing
- Skilled in working with diverse populations
- Skilled in effectively using interpersonal skills with tact, diplomacy, patience and courtesy

Job Location, Working Conditions and Equipment Utilized:

Work is performed in a variety of settings such as in an office, school, home child cares, child care centers, and other community settings. Duties require travel to other locations throughout the county and state. The incumbent will utilize a vehicle, telephone and other standard office equipment including a personal computer and other IT equipment. The incumbent may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate.

Required Physical Traits:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.

- Requires ability to drive an automobile and sufficient mobility to access various work locations.
- Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various locations
- Requires visual acuity to read computer screens, printed materials, and detailed information; specific vision abilities required by this classification include close vision, distance vision and color vision, peripheral vision, depth perception, and the ability to adjust focus. Frequently required to talk, or hear effectively
- May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files)
- Lifting and carrying up to 50 pounds occasionally with or without assistance (example: a box of copy paper)

Education and Experience Required:

Education: Master's degree in counseling, social work, or marriage and family therapy, psychology or Bachelor's degree in counseling, social work, or marriage and family therapy, psychology

Experience: 2 years of professional level work experience, not including internships or practicum

Or: In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

Licenses, Certifications and Other:

- Current Washington credentialing and active status as a licensed or associate mental health counselor, independent clinical social worker, social worker, or marriage and family therapist, licensed psychologist, or certified counselor or ability to obtain one by date of hire
- Department of Early Learning STARS-certified trainer; may be completed after hire
- Fluency in a foreign language, *preferred*
- Master's degree in counseling, social work, or marriage and family therapy, psychology *preferred*
- Valid Washington State Driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Snohomish Health District's insurance carrier
- Background check pursuant to RCW 43.43.830

Acknowledgement: Position description reviewed by Employee and Manager

Employee Signature: _____ Date: _____

EH Supervisor Signature: _____ Date: _____

EH Assistant Director Signature: _____ Date: _____

PS Program Manager Signature: _____ Date: _____

EH Division Director Signature: _____ Date: _____

PS Division Director Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.