



MISSION

Delivering patient centered, accessible, quality-driven, medical, dental, and behavioral healthcare, to all generations to strengthen the health status in the communities we serve, regardless of the ability to pay.

JOB DESCRIPTION

POSITION:

Reports to:

Revised:

Department:

FLSA:

Clinical Psychologist

Behavioral Health Director

January 2018

Clinical

Exempt

Position Summary: Under the supervision of the Behavioral Health Director, the Psychologist, as a part of the primary care team, is responsible for identifying, evaluating and managing patients with medical and behavioral health conditions who are referred by NHC's behavioral health and medical providers. The Psychologist will work to develop treatment plans and provide related patient education.

Supervision Exercised: None

Position Responsibilities:

1. Receives referrals from NHC's medical and behavioral health providers.
2. Receives referrals from outside agencies.
3. Assess the mental and behavioral health status of referred patients.
4. Administer or oversee the administration of diagnostic tests.
5. Complete documentation and follow-up appointments as necessary for psychological evaluations.
6. Formulates differential diagnosis of mild to moderate mental health conditions.
7. Provide psychotherapy to patients.
8. Collaborate with medical and behavioral health team members, and other specialists to develop and implement treatment and intervention programs that patients can understand and comply with.
9. Provide written document of counseling sessions, assessments, interventions, and recommendations for NHC's providers and to meet requirements for medical records documentation.
10. Provide non-scheduled urgent assessment of patients with medical clinic appointments.
11. Assist Behavioral Health Director in developing protocols for NHC's psychological and counseling services and criteria for outside referrals for advanced/emergency psychiatric care.
12. Provides in-service training on relevant topics for co-workers as requested.
13. Participate in a team management approach to patient care/treatment.
14. Maintain an understanding of how behavioral health priorities are administered under State of North Dakota DHSS guidelines, consult with specialists and colleagues to review and participate in the care of patients receiving indirect/contract medical services.
15. Maintain quality care through participation in peer review, policy development and quality improvement programs.
16. Maintain appropriate documentation of clinical and counseling services, including all necessary billing information. Ensure accurate and consistent use of encounter forms for all client contracts with behavioral health providers to ensure accurate billing of third party resources
17. Maintain and update professional knowledge and proficiency through continuing education, staff meetings, workshops and serving on special committees.
18. Performs other duties as assigned.

The Psychologist works under the direct supervision of the Behavioral Health Director/Executive Director or Designee. The employee works independently, resolves problems on the basis of past precedent; exercises judgment in interpreting guidelines and applicability; and ensures deadlines are met. The employee plans and carries out various stages of a project by selecting and pursuing approved methods and techniques as appropriate. Assignments are reviewed for quality and compliance with established policies and procedures.

LEGAL CONCEPTS

1. Maintain confidentiality
2. Follow federal, state and local legal guidelines
3. Follow license criteria when licensure applies
4. Maintain HIPAA compliance

Position Requirements:

1. Skill in providing professional therapy according to established standards of care; excellent customer service and support skills.
2. Organizing and prioritizing workload and meeting deadlines; and excellent written and verbal communication.
3. Ability to successfully counsel patients for improved mental and behavioral health.
4. Work with physicians, mid-levels and other members of medical care teams to evaluate patient conditions and develop comprehensive care plans.
5. Successfully refer patients to mental health specialists and other community resources as appropriate.
6. Interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds.
7. Work effectively with managers, co-workers, members of the public and professional groups; to manage and coordinate activities and projects.
8. Communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing); to consistently demonstrate positive/proactive customer service attitude; to consistently maintain ethical behaviors exemplary of quality public service or fair standards, inclusively, among all employees and members of the public.
9. Work as an effective team member; function independently, exercise sound judgment and initiative.
10. Be flexible to shift priorities and to maintain confidentiality.
11. Establish and maintain effective interpersonal work relationships, to effectively assist providers; to work toward goals and objectives of the established NHC Strategic Health Plan.
12. Follow NHC's Clinical practice guidelines and all applicable policies, including adhering to the mission, vision, and Guiding Principles; to receive constructive feedback including evaluation of one's productivity and practice attributes.
13. Be available to accept new assignments as needed.

Minimum Requirements:

1. Ability to perform each position responsibility satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.
2. Ability to understand that safety is a condition of employment. Unsafe acts or conditions will be reported to the supervisor or a member of the management team.
3. Must be computer literate with ability to enter information in the NHC EHS system and compile reports or data as requested.
4. Must be able to read, write and speak English.

Education and/or Experience:

- Doctorate degree in clinical psychology
- Experience preferred

License and / or Certification:

- PsyD or Ph.D.
- At least two years of full-time experience preferred.
- Current CPR
- Valid North Dakota Driver's License
- Must possess current North Dakota licensure as Psychologist
- Must be able to meet and maintain current NHC credentialing and privileging requirements.

Special Requirements:

- Must be willing to travel between NHC health centers.
- Must be willing to work evening hours and weekends if necessary.

While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.

Physical Requirements:

NHC CLINICAL STAFF				
	Not Applicable	Occasionally	Frequently	Constantly
Stand			X	
Vision – near			X	
Vision – w assistance			X	
Walk			X	
Sit			X	
Reach outward		X		
Reach above shoulder		X		
Climb	X			
Crawl	X			
Squat/kneel		X		
Bend		X		
Lift/Carry				
10lbs or less			X	
11-20 lbs		X		
21-50 lbs		X		
51-100 lbs	X			
Over 100 lbs	X			
Push/Pull				
12 lbs or less		X		
13-25 lbs		X		
26-40 lbs	X			
41-100 lbs	X			
Not Applicable	Activity does not apply to this position			
Occasionally	Position requires this activity up to 33% of the time (0-2.5 hours per day)			
Frequently	Position requires this activity from 33%-66% of the time (2.5-5.5 hours per day)			
Constantly	Position requires this activity more than 66% of the time (5.5 hours + per day)			

Travel: is not required It is anticipated that travel will be: 5% - 10% 50% - 75%
 10% - 25% 75% - 90%

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job’s responsibilities/tasks may be modified and/or expanded over time. Northland CHC will inform the employee when changes in the respective job description are made.

I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. I understand that failure to adhere to these responsibilities could be grounds for disciplinary action up to and including termination of employment.

Print Name _____ Signature _____ Date _____