

NORTHWEST PEDIATRIC CENTER  
Job Description

Job Title: Behavioral Health Consultant (BHC)

Employee Name:	Department: Behavior Health (BH)
Wage: Salaried	Supervisor: Director of Integrated Behavioral Health
Approved By:	Date:

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**Primary Function:** Provides behavioral health services and behavioral health education to patients of Northwest Pediatric Center. Operates in a consultation role with medical staff and employees as part of a care team. Provides recommendations regarding behavioral interventions to PCP.

**Reporting Structure:** Reports directly to Behavioral Health Director.

**Job Duties and Responsibilities:** Including, but not limited to the following:

1. Provide quality clinical consultation to providers and staff in areas of individual, family, child and adolescent mental, and behavioral health related issues that are directly connected to the patient's medical conditions.
2. Assessment and triage: conduct initial screening visit (Warm Handoff), evaluate level of functioning, determine risk level, assist with biopsychosocial assessments and treatment planning for NWPC patients, or facilitate referrals to specialty mental health services.
3. Provide "curbside" consultation (a brief interaction between the BHC and PCP), same day, and pre-scheduled appointments with patients referred by PCP.
4. Provide follow-up Behavioral Health services as determined by the patient's treatment plan.
5. Provide on-site availability for risk assessments, crisis triage and intervention.
6. Provide brief solution-focused, behavioral and psychoeducational intervention for patients individually and in a group setting.
7. Collaborate and co-manage the patient's behavioral health care with consistent, expeditious feedback to referring PCPs.
8. Promote the Primary Care Provider's knowledge of patient behavioral health issues and provide education to assist with enhancing primary care utilization of behavioral health interventions.
9. Promote a smooth interface between medicine and specialized mental/behavioral health care throughout the organization.
10. Maintain clinical records and other necessary paperwork in a timely manner to comply with all administrative regulations. Complete and submit, in a timely manner, all encounter forms for billing purposes.
11. Assist in the development of clinical pathway programs, group medical appointments, classes, and behavior focused practice protocols.
12. Maintain patient confidentiality.
13. Perform all duties in a manner consistent with the philosophy, policies, and procedures of Northwest Pediatric Center.
14. Maintain open communication with all staff members.
15. Maintain a neat and clean work environment.
16. Attend all appropriate Northwest Pediatric Center meetings.

**Qualifications:**

1. Completed a Masters in Counseling or related field from an accredited program.
2. Must have an independent or associate license to practice in Washington State.
3. Exceptional interpersonal skills.
4. Exceptional communication skills.
5. Able to prioritize workload and adjust to the rapidly changing environment of the medical office.

**Working Conditions and Physical Requirements:**

1. Physical requirements for this position include adequate hearing, seeing, speaking and keyboard-entry abilities.
2. This position requires a high degree of mobility related to duties within facilities and frequent travel between service sites.
3. This position requires frequent light work, exerting up to 20 pounds of force, and intermittent heavy work required to participate in transporting, positioning and examining patients
4. Required to provide personal transportation for job duties.

***This job description does not imply that these are the only duties to be performed. Employees occupying the position will be required to follow other related instructions and perform other job duties required by their supervisor.***

I acknowledge that I have been given a copy of this job description and asked to read its contents. I further acknowledge that I was given an opportunity to ask questions and get clarification on its contents.

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Employee Signature

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Date

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Manager Signature

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Date