BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Health Care Professional	C	4	2	Non-Exempt

POSITION TITLE:	**SUD Specialist QMHA - ACT**	**POSITION#:**	500585
☐**New** ☒**Revised**	**Date:**	**10/15/2021**	
SERVICE TYPE:	AFSCME		

Employee Name:		**Department:**	**Health Department**	**Supervisor:**	**Behavioral Health Program Manager**
FTE:	1.0	**Employment Status:**	Regular Full Time		

Position Summary:

The Substance Use Disorder SUD Specialist Qualified Mental Health Associate provides recovery oriented substance abuse treatment and case management. Provide an array of services to a mixed caseload of individuals with substance use disorders. Services are offered in individual and group settings utilizing evidence-based clinical practice and skills and in compliance with program standards. Services are provided under the oversight of a Qualified Mental Health Professional.
May provide specialized services depending on area of assignment. This position works with the Assertive Community Treatment Team (ACT-team).

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	**MFA**: Clinical Screening, Assessment & Crisis Intervention/Resolution **Essential Duties**: • Determine the nature of a service request by a client or agency. • Provide substance abuse assessment (diagnosis, change in function as a result of symptoms, impact on ability to function, potential for self-sufficiency, risk, strengths and availability of community resources). • De-escalate crisis; screen for severity; provide pre-crisis planning. • Assist individual to access self-help and community resources. • Convey consistent high expectation for recovery at every level of practice. • Provide situational counseling. • Demonstrate fundamental knowledge based care to assigned clients in accordance with standards of practice and regulations. • Assess appropriateness for treatment based on understanding of funding sources and eligibility for services. • Identify and provide short-term, realistic goals and treatment interventions. • Provide follow-up as needed.	40%
2	**MFA**: Professional Case Management and Counseling **Essential Duties**: • Assist consumers to secure entitlements. • Assist clients to identify and reduce barriers, obtaining housing, vocational opportunities and medical treatment. • Provide individual and group counseling and skill building programs as needed. • Provide training and education service to providers. • Teach life skills and provide direct client support to promote health, safety, and stability. • Develop and maintain case management and community services as resources for clients. • Act as a liaison as needed to other community agencies.	35%

3	**MFA**: Clinical Services Support Documentation **Essential Duties**: • Write assessments and clinical formulations for assigned clients according to agency timelines and standards. • Documents services within the electronic health record system and/or other required forms according to agency and state/federal timelines and standards. • Actively engage clients in recovery plan development and modification based on client presentation and need. • Create outcome based recovery plans that facilitate both the clinician and client recognizing when the intervention is complete. • Submit accurate and timely records for billing. • Meet program productivity, documentation and record keeping expectations. • Pursue ongoing continuing education to stay current/up to date with best practice standards and licensure requirements. • Schedule routine appointments and manage schedule to assure ability to address emergent issues in a timely manner.	25%
5	**And other duties as assigned.**	%
Percentages should total 100%		**100%**

Special Requirements:

Certified Alcohol and Drug Counselor (CADC). Driver License.

Physical Requirements:

Physical Demands

While preforming the duties of this job, the employee is regularly required to stand, walk, move, talk, hear, and manipulate equipment, as well as lifting and moving objects, equipment and supplies. The employee must occasionally lift and/or move up to 25 pounds. Lifting up to 40-50 pounds may occasionally be required, depending on the specific style or type of care provided. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Working Conditions:

The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate. May work evenings or weekends. **Check the following that applies to this position**: The employee may occasionally: ☒ work with angry or hostile clients or members of the public, ☒ work with toxic substances and biohazards, and ☒ exposure to infectious illnesses.

Emergency Preparedness:

Benton County is committed to emergency preparedness planning and implementation, and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances. These responsibilities could include unscheduled temporary changes in work schedule and/or work duties, including evenings and weekends, work relocation, overtime, working with other community agencies such as the local Fire Department, hospitals, the Red Cross and other emergency responders. The ability to be flexible is critical in our overall response to the emergency or disaster. Under Emergency situations this position may be called in to work, supporting Administration in regular duties or other work as assigned. Per County personnel policy, this position may be included in the agency's essential personnel for emergency/disaster response.

Quality Improvement Participation:

Employees are expected to participate in improving BHS' performance, processes, and programs through quality improvement activities, use of the PDSA model and participating on QI teams as assigned.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee:_____ Date:_____

Immediate Supervisor:_____ Date:_____