Mission: Heritage Health Center will provide high quality primary care for everyone in the Big Horn Basin through respect for patients, staff, and the communities we serve.

Vision: To be a health care leader in the communities of the Big Horn Basin by providing access to high-quality, whole person, care for all citizens.

Position: School Based Health Center Coordinator
Salary: Dependent on Experience & Education
Requirements:

POSITION DESCRIPTION
The Behavioral Health Aide will provide support to Behavioral Health Staff and patients. Additionally, this position will be a primary coordinator for patient referrals and communication between departments at HHC and Park County School District #1 (PCSD1). This position is crucial to maintaining flow and coordination of behavioral health, ensuring a positive patient experience at the HHC-SBHC. The Behavioral Health Aide works with HHC staff, as well as PCSD1 staff and will be expected to provide assistance when needed. This position encompasses all aspects of program coordination including, but not limited to scheduling, registration, application assistance, provider schedule coordination.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist the Mental Health Professional with caseload of clients; This may include patient intake, triage, scheduling, referrals and other administrative duties in support of the school and student population. Registering and scheduling patients will include:
   a. Scheduling patients within provider schedules, primarily behavioral health, but occasional medical scheduling will be required.
   b. Collection of income verification documents & insurance documentation
   c. Responsible for eligibility and administration of the Sliding Fee Schedule when applicable.
   d. Understands and is responsible for administering Sliding Fee Schedule to eligible patients.
   e. Collects amounts due from patients at time of service according to HHC policy.
f. Ensure adherence to internal controls and accounting policies and procedures.
g. Receives and records initial information on prospective patients, admits them in the computer.
h. Scanning and assigning documents to patient charts with accuracy and timeliness.
i. Submitting data associated with the SAMHSA grant.

2. Work effectively with providers daily, being flexible, to maximize office efficiency.
3. Will be certified to provide insurance navigation assistance through the Marketplace.
4. Managing internal and external communications on behalf of the HHC-SBHC behavioral health department.
5. Provide advocacy for individuals receiving mental health services.
6. Assist clients in enrolling in social service benefits such as, but not limited to, Medicaid, General Assistance, and medical care and coverage (County Medical Services Program).
   a. This includes, but is not limited to, application assistance, referral phone calls, application submissions and follow-up, gathering of documentation, and other patient assistance functions.
7. Participate as a member of the Learning Collaborative and engage clients in enrolling in mental health and social service programs or activities.
8. Assess the need for food, clothing, and transportation; help clients link to other community services.
9. Assist in providing services to schools that work toward the good health and wellness of students and the improvement of health conditions in general.
10. Performs other related duties as assigned to support Heritage Health Center and/or the Heritage Student Health Center.
11. Be punctual for scheduled work and use time appropriately.
12. *The School-Based Health Center has established organized relationships with school representatives at all levels, parents, business and community leaders, as well as health, behavioral health, and social service providers.
13. *SBHC develops and distributes written material on SBHC services and activities to the community and responds to community requests for information on services provided.
14. This will be a broad position that will have many duties, responsibilities, and other tasks as assigned.

QUALIFICATIONS:
1. **Education:** Bachelor’s degree in human services related field or applicable experience.
2. **Experience:** Experience will be considered based on applicant’s experience and qualifications
3. **Other Skills Needed:** Communication skills, problem solving skills, and a strong team player. Other skills will include being compassionate and caring, while also having strong boundaries. Organizational skills, prioritizing tasks and flexibility will be necessary for this position.
PHYSICAL REQUIREMENTS
1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made upon request to enable individuals with disabilities to perform the essential functions.

2. Ability to speak, understand, and communicate the English language effectively. Ability to hear adequately on the phone or in person and group settings.

3. Ability to work in front of a computer screen and keyboard, sitting and/or standing up to 8-10 hours per day (possibly longer if overtime is required).

4. Ability to work in a normal office environment conditions using various office equipment including (i.e. computer, keyboard, mouse, calculator, copier, printer, fax, scanner, telephone). Mobility necessary to access various offices and a wide variety of meeting settings.

5. Mobility necessary to perform a variety of tasks that involve standing, walking, sitting, stooping, kneeling, bending and twisting, occasionally climbing stairs or using an elevator, possibly reaching chest high and overhead for materials.

6. Possess faculties, mobility and ability necessary to access research and interpret information from a variety of media (e.g., computer screen, projected images, printed material) and individuals.

WORK ENVIRONMENT
The work environment will be expectant of a typical office environment.

All Heritage Health Center facilities are tobacco-free.

EXPOSURE TO HAZARDS
Housekeeping products, sterilization equipment and chemicals, needles, high noise levels caused by medical equipment, chemicals found in medical materials and products, such as acids and disinfectants, biological hazards such as blood borne pathogens, infectious diseases, contaminated wastes, and saliva.

HOURS OF WORK/ATTENDANCE REQUIREMENTS

TRAVEL
Limited overnight travel and some travel to accommodate additional training may be required at times.

BLOOD/FLUID EXPOSURE RISK

CATEGORY: Full-Time, non-Exempt OFFICE LOCATION: Powell, WY   REVISED DATE: December 13, 2021
Blood/Fluid Exposure Risk: (Check the appropriate category)

- **Category I**: Tasks routinely involved in potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.
- **Category II**: Usual tasks do not involve exposure to blood, body fluids or tissues but job may require performing unplanned Category I tasks.
- **X Category III**: Tasks involved no greater exposure to blood, body fluids or tissues than would be encountered by a visitor. Category I tasks are not a condition of employment.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

___________________________  ___________________________
Employee Signature Date

___________________________  ___________________________
Supervisor Signature Date