

JOB TITLE – BEHAVIORAL HEALTH INTAKE COORDINATOR

HOURS M-F: 8:00 AM - 5:00 PM

SUPERVISOR: Counseling Lead and Pediatric Behavioral Management Lead

SALARY Commensurate with Experience

FULL TIME POSITION

**POSITION DUTIES/RESPONSIBILITIES:** Assist, develop, implement and control programs in a manner that ensures cost effectiveness, market competitiveness and Serve as the point of entry and intake for all specialty behavioral health services provided at Waco Family Medicine. Provide intake appointments and therapeutic counseling for patients from vulnerable and underserved populations. Coordinate treatment of patient with primary health care team, including PCPs and integrated behavioral health providers. Providing education to patients and providers about services provided. Maintain patient registry and complete reports as requested. Assign and schedule intake and maintenance appointments. Track and report mental health screening and assessment data as needed. Communicate with supervisors regarding barriers for patients in accessing services. Develop knowledge of Epic software for medical charting, smart phrases, and basic technical support of counseling departments. Provide individual, couple, family, or group therapies for a minimum of 4 hours per week. Develop evidence-based treatment plans. Monitor and facilitate progress through treatment at direction of clinical supervisor. Complete accurate and timely documentation per agency procedure. Attend and actively participate in staff meetings; initiate action items towards best practice and/or participate in staff committees and study projects. Abide by appropriate code of ethics. Other tasks as assigned by supervisors.

**REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT:** Master's degree in social work (MSW).

**REQUIRED EXPERIENCE OR SKILLS:** Minimum of two years' experience in clinical setting with people of diverse social, economic and ethnic backgrounds. License-eligible for LMSW in the State of Texas. Basic understanding of mental disorders and principles of psychotherapy. General knowledge of chronic health care conditions and needs. Ability to communicate across disciplines. Phone skills and high level of competency in use of technology are required. Working knowledge of therapeutic interventions provided in counseling settings. Familiarity with coordinating support services for patients. Ability to navigate health care systems. Knowledge of health care payment systems including Medicare and Medicaid. Ability to speak Spanish is valued and reflected in compensation.

The mission of Waco Family Medicine is to improve the wellness of the underserved and vulnerable residents of the Heart of Texas by providing effective access to high quality comprehensive primary healthcare. Almost 80% of our patients live at or below the Federal Poverty Guideline and represent a diverse range of cultural backgrounds. We provide care at every stage of life from fifteen sites across two counties.

Waco Family Medicine has named health equity as a key strategic vision for the organization, recognizing the close link between the elimination of disparities and health outcomes. Therefore, candidates with experience serving diverse or underrepresented populations are preferred. Further, prior demonstration of knowledge or contributions to racial justice efforts is considered a minimum qualification.

**TO APPLY:** Please visit our website at [www.wacofamilymedicine.org](http://www.wacofamilymedicine.org) and fill out an online application located under Careers.