REPORTS TO: Deputy Chief of Behavioral Health

FTE: 0.3-0.4

Length of Position: Grant funded position per HRSA PCTE-RTMB. Position will end at completion of grant-9/30/27. Position may be considered for full-time employment with Waco Family Medicine on or before 9/30/27.

EDUCATION & EXPERIENCE: Education: Associate’s degree (minimum). Bachelor’s degree preferred.

SKILLS: Excellent verbal and written communication skills. Excellent interpersonal and customer service skills. Excellent time management skills with a proven ability to meet deadlines. Strong analytical and problem-solving skills. Ability to prioritize tasks and to delegate them when appropriate. Ability to function well in a high-paced and at times stressful environment. Proficient with Microsoft Office Suite or related software.

PRIMARY DUTIES:
• Scheduling meetings with faculty, residents, and/or consultants as necessary
• Organizing and maintaining key documentation for our behavioral health training
• Coordinating data collection and reporting as necessary for any evaluation processes that occur
• Coordinating grant-related behavioral health activities and reporting between Grants Department and Behavioral Health Clinical Leads
• Coordinate grant-related purchasing.
• Assist in Integrated Behavioral Health recruiting, implementation, and coordination
• Coordinating recruiting efforts for Clinical Psychology hiring
• Coordinating communication between the Deputy Chief of Behavioral Health and WFM Counseling
• Develop materials summarizing WFM Behavioral Health activities
• Coordination of Waco Guide to Psychopharmacology in Primary Care activities
• Any other duties the behavioral health training team deems necessary based on the individual's skill set.

PHYSICAL AND MENTAL REQUIREMENTS:
• Visual and auditory accuracy
• Shift length – up to 8 hours
• Ability to work both remotely with reliable internet connection and be present for meetings onsite as necessary
• Indoor setting
• Continuous use of computer and calculator
• Long periods of sitting
• Frequent use of telephone
• Continuous repetitive grasping and manipulation of both hands
• Continuous conversational communication
• Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
• Occasionally carrying, lifting, pushing and pulling of up to 25 lbs.
• Occasionally working in confined, noisy, dusty areas
• Frequent use of personal car
• Understand/carry out simple/detailed, oral/written instructions
• Memorize and retain instructions
• Read and interpret detailed specifications

REVIEWED WITH EMPLOYEE:

__________________________________  __________________________________________
Employee                           Supervisor

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Date

2/21/2023