



## JOB DESCRIPTION

### Behavioral Health Coordinator

**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:**

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Employee

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Supervisor

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Date

2/21/2023