

MATAGORDA EPISCOPAL HEALTH OUTREACH PROGRAM (MEHOP)

JOB TITLE: Clinic Site Coordinator
CLASSIFICATION: Salaried Non-Exempt
LOCATION: MEHOP Behavioral Health Office Bay City, TX
REPORTS TO: MEHOP's CMO

JOB SUMMARY:

Under the direct supervision of the CMO, the psychiatric mental health nurse practitioner, in collaboration with the supervising psychiatrist, will provide continuing and comprehensive health care for the individual and family across all ages and genders. The clinician will exercise individual initiative and independent actions to ensure high quality psychiatric and mental health care.

ESSENTIAL JOB FUNCTIONS:

a. Oversees medical behavioral health services provided to patients by the staff of MEHOP

- 1) Assures that all patients receive appropriate mental health medication evaluation, and treatment and that care is appropriately documented in the electronic medical record
- 2) Participates in treatment team activities, including the review of patient treatment plans
- 3) Oversees the prescription, direction, and administration of medications to MEHOP patients for mental health disorders
- 4) Ensures appropriate medication management
- 5) Creates, assists, maintains, modifies, and implements clinical policies related to medical behavioral health services
- 6) Ensures that professionals and facilities used for patient referrals meet the applicable standards of care
- 7) Participates in the MEHOP Departmental Meetings and follows all MEHOP Policies and Procedures
- 8) Serves as a super-user of the MEHOP electronic health record (Athena)

b. Performs direct medical services for patients

- 1) Performs behavioral health medication assessment services, documents appropriate medication treatment in patients' treatment plans, is responsible for ongoing oversight of the patients medication prescribing and medication management, and provides behavioral health medication consultation for Primary Care Providers.
- 2) Performs duties using the MEHOP electronic health record including but not limited to documentation of patient encounters, meaningful use, patient self-management goals, closing of patient encounters and review of patient laboratory data

Administrative Responsibilities: Creates and maintains a culture of excellence and continual performance improvement in clinical care.

- 1) Fosters a culture of excellence and continuous performance improvement in clinical care
- 2) Helps establish a close working partnership between the behavioral health team and MEHOP's non-behavioral health providers
- 3) Fosters internal buy-in and positive cultural change around MEHOP's integration of behavioral health services
- 4) Creates strategies that provide for seamless integration of behavioral health services
- 5) Assists in the hiring of behavioral health providers, including psychiatrists, psychiatric nurse practitioners.

EXPERIENCE AND QUALIFICATIONS:

- Graduate of an accredited school of nursing as a Psychiatric/Mental Health Nurse Practitioner (PMHNP) Minimum of four (4) years of related psychiatric clinical nursing experience in addition to training as PMHNP.
- MD Board certified or board eligible
- Buprenorphine prescription privileges (preferred)
- Bilingual in Spanish a plus
- At least 2 years of responsibility in providing behavioral health services with a non-profit behavioral health agency, FQHC, or outpatient medical facility
- Experience and confidence identifying and implementing evidence-based practice
- Understanding of MEHOP' mission and culture and the ability to maintain appropriate boundaries with staff and clients in all circumstances
- Excellent communication skills
- Positive and supportive attitude toward the MEHOP organization, staff, and behavioral health program success.
- Good interpersonal skills, ability to relate well with persons from a variety of socioeconomic and cultural backgrounds
- Basic computer skills including the ability to prepare simple correspondence and reports in Microsoft Word and summarize data in Excel spreadsheets.

BENEFITS: Health and life insurance, paid holidays, sick days.

SALARY: Commensurate with experience.