**POSITION DESCRIPTION**

**POSITION:               Behavioural Health Consultant**

**REPORTS TO: Executive Director**

**REVISION DATE:  April 2023**

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| **About Rocky PCN:** |
| With the mission to deliver comprehensive primary care in the community while fostering excellence in rural health, the Rocky PCN is a partnership between Rocky Medical Clinic Physicians and Alberta Health Services. Funded by the Alberta Health, the Rocky PCN servers over 20,000 individuals across Clearwater County. |
| **POSITION SUMMARY:***How does this role support the organization’s mission and vision?* |
| The BHC is an integrated team member working to their full scope of practice within the primary care setting. The Behavioural Health Consultant works collaboratively with patients, the primary care physicians, interdisciplinary team and other healthcare and community partners to provide comprehensive evidence-based care to the PCN population. The BHC works across various settings from a biopsychosocial perspective to assess, plan, implement and evaluate behavioral based treatment plans to clients referred for mental health and chronic disease concerns including, but not limited to: depression, anxiety, stress, relationship problems, lifestyle changes, addictions, grief and other concerns.  |

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| **Key Responsibility** | **Standards of Performance** |
| Health Assessment | * Work collaboratively in a patient centered, integrated team based primary care setting
* Utilize the Behavioural Health Consultant model of care to complete standardized functional assessments to identify health concerns, current risk and readiness for behavioral change
* Incorporate biopsychosocial assessment and objective findings to develop evidence based brief intervention strategies with patients
* Use a population health perspective to the care of patients of the PCN and surrounding community
* Take on a solution-focused, goal-directed approach with patients
* Empower patients based on their individual and family’s strengths and resources to advance patient self-management
* Make professional, competent and autonomous decisions with patients as a member an interdisciplinary team
* Act as a resource to other multidisciplinary team members, healthcare institutions and community agencies or programs
* Ensure accurate, objective, and timely clinical documentation in the appropriate medical record
* Coordinate care with other healthcare programs, healthcare providers or relevant community agencies and resources
* Facilitate referrals to internal and external service providers and social supports
* Identify and collect performance and quality improvement data and initiate/participate in processes to address identified issues
* Group Facilitation
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| Patient Education | * Take a patient centered approach to assess current knowledge, education and literacy levels, social supports, learning preferences and other factors that may affect the education approach and plan
* Use a variety of communication strategies including written, verbal, non-verbal, visual, Internet, and group education in educating patients
* Provide education related to healthy living, prevention of injury, illness and communicable diseases, care and treatment, individual and family adjustments, and support systems as appropriate to the patient situation
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| Collaboration  | * Act as a mental health resource to other interdisciplinary team members, healthcare institutions, and community agencies
* Make professional, competent, and autonomous decisions with patients as a member of the interdisciplinary team
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| Continuous Quality Improvement (CQI) | * Integrate continuous quality improvement principles and activities into practice
* Assist in the implementation of strategies for improving the quality of care and the delivery of services to the practice population
* Participate in and/or champion CQI initiatives
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| Community Development | * Identify system barriers (gaps in services, problems with procedures or policies) and work collaboratively with the community and other providers to fill them
* Participate in community and cross-sector initiatives to address social determinants of health and empower the community
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| Role Development | * Assist in the development of policy and procedures relevant to this position
* Participate in establishing health promotion programs
* Contribute to the development of effective and timely communication systems to include referral procedures and outcomes of referred patients
* Participate in the ongoing evaluation and evolution of this role within the PCN
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| Program Development | * Work with the PCN leadership and team members to provide input on programs and work to continuously improve to meet patient needs
* Coordinate with AHS and other community stakeholders to ensure that relevant regional programming is effectively used
* Develop, pilot and implement new programs, services and resources in collaboration with the other, interdisciplinary team members as requested or required
* Evaluate and modify programs, services and resources in collaboration with the other, interdisciplinary team members as requested or required
* Partner and liaise with key health care programs, providers, community agencies or resources as appropriate
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| Health Promotion and Prevention of Illness, Injury and Complications | * Completes screening and monitoring to ensure early identification of health issues and complications associated with chronic or communicable diseases
* Stay up to date on emerging community health issues and apply principles of population health
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| Setting & Technology | * Utilize a variety of software programs that may be specific to each clinic environment
* Utilize the various electronic platforms and tools available in the clinic and PCN
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| Health, Safety and Wellness  | * Adhere to central office and site-specific safety measures based on hazard identification
* Must be familiar with OHS policies and procedures and understand their workplace safety responsibilities
* Report safety concerns within a timely manner
* Promote a respectful work environment that fosters psychological wellness for all team members
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|  | **Program Specific Responsibilities**  |
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| **QUALIFICATIONS:** |
| **Education:*** Bachelor’s Degree in Nursing, Psychiatric Nursing, Social Work, Occupational Therapy, Psychology or equivalent
* Mental Health First Aid/Suicide Prevention or equivalent education or equivalent crisis management experience
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| **Experience:*** Previous experience in primary care and/or community-based setting
* Experience with group facilitation/instruction
* Strong awareness of community-based resources
* Computer proficiency and experience using an electronic medical record and NetCare are assets
* Knowledge of and experience working with addiction, mental health, social determinants of health and trauma informed care are assets
* Familiarity with the Behavioural Health Consultant Model and/or health behaviour change
* Working knowledge of cognitive behavioural therapy (CBT), assertive community treatment (ACT), and motivational interviewing is preferred
* Experience in health education, chronic disease management and an understanding of adult learning principles are assets
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| **License/Certification(s):*** Active registration in good standing with relevant College as recognized by the Health Professions Act \*may require psychosocial intervention authorization
* Current Basic Life Support (BLS) for Healthcare provider
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| **KNOWLEDGE, SKILLS and ABILITIES:***Soft skills, special requirements and/or unique aspects of the role* |
| * Familiar with the principles of motivational interviewing and health change methodology
* Accountable for their practice
* Demonstrates collaborative and trusting professional relationships
* Knowledge of primary care and social determinants of health
* Knowledge of pharmacology and drug therapy as it relates to primary care
* Model high levels of integrity and professional behaviour
* Uses evidence-informed practice
* Ability to communicate orally or in writing effectively in the English language
* Ability to act responsibly and be accountable for actions
* Uphold professional practice standards and accountable for ethics
* Demonstrated ability to work professionally, effectively and independently in a complex and dynamic environment autonomously
* Proficient knowledge of Microsoft Office Suite with the ability to learn and use other technology platforms
* Good personal organizational and multitasking skills
* Maintains patient privacy, confidentiality, and security by complying with legislation, practice standards, ethics, and organizational policies
* Establishes and maintains professional boundaries with patients and colleagues
* Use good judgment to navigate difficult scenarios appropriately and report concerns in a timely manner
* Willingness to learn new skills
* Strong follow-through and attention to detail
* Strong listening, problem solving and critical thinking skills
* Is honest and aware of professional or personal limitations, and is willing to seek support when needed
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| **KEY PERFORMANCE INDICATORS:** |
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**DISCLAIMER**

This job description indicates representative responsibilities and specifications of the position only and should not be considered to necessarily represent all responsibilities and specifications of the position. The incumbent may perform other duties as assigned, which are not specified in this description. A review and update of this job description will take place as needed whenever job duties undertake a significant change, at the employee’s request and/or Manager’s discretion.

**ACCEPTANCE**

By accepting this position description, I understand the responsibilities bestowed upon me in upholding the core values of the Wetaskiwin Primary Care Network and working to the best of my ability each day to fulfill the organization’s vision and mission. I will do my best work in order to be a good team member and positively impact primary care in my community.

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Employee Name Employee Signature

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Manager Signature Date Reviewed