

JOB TITLE:	Mental Health Clinician - Early Childhood (Healthy Steps Program)
FLSA:	Exempt
REPORTS TO:	Clinical Manager Healthy Steps

INTRODUCTION

Under the supervision of the Clinical Manager Healthy Steps and Director of Behavioral Health, the Mental Health Clinician - Early Childhood is responsible for the clinical and administrative tasks required to deliver quality, safe and culturally attuned behavioral health services that are integrated into the primary care setting. Healthy Steps is a national model that emphasizes a close relationship between health care professionals and parents to address the physical, emotional, and intellectual growth and development of children ages birth to three. The Mental Health Clinician – Early Childhood, a child development expert, joins the pediatric primary care team to ensure universal screening, provide successful interventions, referrals, and follow-up to the entire family. The Mental Health Clinician - Early Childhood provides caregiver support to facilitate the development of attachment, self-regulation skills, and family resiliency. In collaboration with pediatric primary care providers, *Healthy Steps* strategies will be integrated into well child visits with the aim of supporting infants, toddlers and their caregivers who have been identified as having significant health, behavioral and developmental needs.

MAJOR DUTIES/ESSENTIAL FUNCTIONS

Supports the health center and organization in contributing to the quadruple aim: improving health outcomes, improving patient experience, supporting care team well-being and the financial sustainability of the organization.

Health Outcomes

- Performs patient care and Mental Health Clinician - Early Childhood duties in a safe way that is compliant with policies and procedures of Unity Health Care. This includes:
 - Taking clinical histories, conducting psychosocial and diagnostic evaluations as appropriate
 - Developing appropriate treatment plan and delivering behavioral health interventions appropriate for the diagnosis and setting
 - Preventive health maintenance and education
 - Referrals and consultation to hospitals, specialists, child care/school staff, or other providers when needed
 - Promote coordination of care among service providers
 - Facilitate parents'/caregivers' groups.
- Closely tracks progress that look at both child development and family factors
- Maintains databases required to meet Healthy Steps fidelity metrics
- Participates when appropriate in community-wide early childhood forums and trainings.
- Actively participates in quality improvement initiatives at Unity health centers and seeks to continuously improve the quality of care for their patients
- Conducts thorough peer reviews and provides constructive feedback to peers
- Documents patients' medical charts in an appropriate and timely manner
- Reviews and implements clinical best practices
- Collaborates with BH leadership and staff on panel and population management

- Optimizes CME time to stay up to date on certification and licensing requirements
- Maintains clinical privileges and responds to inquiries in a timely and complete manner
- Updates patient registries as needed to maintain population health

Patient Experience

- Reviews patient experience data with Clinical Manager and BH Director and translates into action steps to ensure a welcoming, patient-centered environment for all patients
- Communicates to patients respectfully and partners with them in their care by spending time actively listening and clearly explaining their recommendations
- Provides culturally competent and high-quality care
- Uses translation services when needed
- Timely in all patient facing duties- visits, returning phone calls
- Responds to patient complaints and works towards resolution for the patient
- Provides excellent customer service and professionalism towards patients
- Maintains a clinical schedule that allows access for patients, including providing sufficient notice for time off, and providing options for patients to be seen when rescheduled on short notice
- Works with Health Center staff to ensure continuity and thoroughness of care
- Promptness to work

Care Team Wellbeing

- Responsible for the implementation and integration of Healthy Steps strategies into primary care and well child visits
- Conducts team-based well child visits with infants, toddlers and their caregivers alongside physicians, pediatric nurse practitioners and other primary care clinic staff
- Provides consultation to medical professionals and primary care clinic staff on early childhood development, infant mental health, and trauma informed practice
- Works closely with primary/pediatric providers around care coordination, goal setting, counseling, coaching and education about key aspects of a child's development
- Collaborates with HS team to implement all core components of the Healthy Steps model including universal child developmental screening in order to make positive parenting and early learning guidance information readily available to providers
- Collaborates with HS team to complete annual site reporting to the National Office, which may include analysis of both external database files and EMR data reports
- Embraces team mentality, including building trust, exchanging feedback, and showing appreciation of team members.
- Leads by example and works closely with others to provide comprehensive, team-based care
- Provides recognition to providers and team members who are performing well
- Teaches and coaches staff members to perform at the top of their ability
- Participates in student and resident teaching, including with partnering hospitals and facilities
- Attends and actively engages at team, center and organization-wide meetings
- Demonstrates flexibility and agility in working with others to meet the needs of patients
- Maintains work-life balance and recognizes when they may be experiencing burnout and takes steps to improve it

Financial Health

- Monitors own productivity and utilization levels and works with behavioral health and health center leadership to identify opportunities to optimize visit volume
- Is willing to see patients if needed (e.g., late patients, walk-in patients) as the schedule and time allows

- Educates patients on the value of a health care visits
- Leverages nursing visits and other staff where appropriate
- Participate in population health efforts
- Works collaboratively with Behavioral Health and Medical Directors to schedule patients to promote access
- Creatively identifies ways to improve daily workflow and efficiencies
- Locks notes in a timely manner (within 48 hours) as well as resolves and addresses any outstanding claims

Other Duties

- Serves on committee(s) as requested by BH Director or CMO (e.g. P&T, Infection Prevention etc.).
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Master's Degree and current DC Professional License (social work, professional counseling, psychology, or other relevant mental health license)
- 1-3 years of combined academic course work and related work experience with this infant and early childhood populations.
- Possession of a certificate in Infant and Early Childhood Mental Health/Early Intervention
- Applicants with experience and passion providing culturally competent services to underserved communities preferred

GUIDELINES

The position abides by all rules and regulations set forth by applicable licensing and regulatory bodies, as well as UHC policies and procedures.

PERSONAL CONTACTS

The position requires contact with staff at all levels throughout the organization. There are also external organization relationships that may be a part of the work of this individual.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Some walking, standing, bending, and carrying of light items such as books and paper is required.

RISKS

The position involves everyday risk and discomforts, which require normal safety precautions typical of such places as offices, meetings, training rooms, and other UHC health Care Sites. The work area is adequately lit, heated, and ventilated. The position requires contact with staff at all levels throughout the organization. There are also external organization relationships that may be a part of the work of this individual. All medical services shall be provided according to medically accepted community standards of care. The employee shall provide evidence of a recent (within the past twelve (12) months) health assessment that includes a PPD and/or chest x-ray results.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

AMERICANS WITH DISABILITIES ACT (ADA) PHYSICAL EFFORTS CHECKLIST

PRINT NAME: _____

POSITION TITLE: **Mental Health Clinician**

POS. # _____

The ADA requires that employers identify essential job functions. This is critical in evaluating the qualifications and abilities of an applicant. This checklist is to be used to identify the physical effort required in performing the essential duties of this job.

Essential job functions:	1. See major duties/essential functions section of the position description.
	2. _____
	3. _____
	4. _____

How often the employee must perform the following or is involved in the following work environment?

PHYSICAL EFFORT	Never	Occasional 0-33%	Frequent 34-66%	Constant 67-100%
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WORK ENVIRONMENT	Never	Occasional 0-33%	Frequent 34-66%	Constant 67-100%
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Hand Movement (including but not limited to repetitive motions, grasping, holding, and finger dexterity)				X
Reading				X
Writing				X
Keying				X
Eye-hand coordination				X
Vision (including but not limited to color distinction, preparing / analyzing figures, visual inspection, measuring / assembling close to eye)				X
Hearing				X
Talking				X
Standing				X
Sitting			X	
Walking			X	
Lifting / Carrying				
0- 30 lbs.				X
30-60 lbs.			X	
60-90 lbs.			X	
90 plus lbs.		X		
Pushing / Pulling				
0- 30 lbs.				X
30-60 lbs			X	
60-90 lbs.			X	
90 plus lbs.		X		
Bending			X	
Squatting			X	
Crawling	X			
Reaching			X	
Climbing		X		
Work on ladders	X			

Driving				
Car/Truck		X		
Standard/Automatic		X		
Mower/Forklift	X			
Location				
Trees	X			
Air vent	X			
Roof	X			
Equipment/Machines	X			
Heights	X			
Roofs	X			
Ladders	X			
Step stools		X		
Scaffolds	X			
Night/Dark	X			
Extreme noise levels		X		
Extreme temperatures		X		
Inside	X			
Outside	X			
Ventilation Conditions				
Dust			X	
Fumes		X		
Chemicals		X		
Gases	X			
Exposure to potential Hazardous Conditions			X	
Chemical Spills		X		
Gas Leaks	X			
Infectious Bacteria				X
Acidic Harsh or Oily Substances		X		
Use of Respirator		X		
Electrical Hazards		X		

SUPERVISOR'S SIGNATURE: _____

DATE: _____

I have read and fully understand the scope and duties of the **Mental Health Clinician-Early Childhood (Healthy Steps Program)**.

EMPLOYEE SIGNATURE: _____

DATE: _____