

## **FAMILY MEDICAL CENTER OF MICHIGAN**

### **JOB DESCRIPTION – Behavioral Health Medical Support Coordinator**

#### **NATURE OF WORK:**

The Behavioral Health Medical Support Coordinator works with the Behavioral Health Team in assisting care coordination of participants in the School based behavioral health program.

**REPORTING RELATIONSHIP:** Behavioral Health Director

#### **GENERAL DESCRIPTION OF DUTIES:**

1. Follows up on School Based Referrals.
2. Refers to licensed mental health providers and/or SUD therapists as necessary.
3. Facilitates telemedicine appointments between Provider and Patient.
4. Obtains vitals prior to the appointments, has patients / parents sign any necessary consent forms, and ensures patients receive the prescriptions prescribed by the telemedicine provider during these appointments.
5. Meets regularly with the integrated care team to plan care and discuss cases and exchange information as part of the daily routine of the clinic.
6. Supports duties of Behavioral Health Specialists.
7. Develops and maintains relationships with the schools they are supporting services in, community based mental health and substance abuse providers and community agencies.
8. Identifies community resources (i.e. support groups, workshops, etc.) for patients to use to maximize wellness.
9. Adheres to and supports the policies, procedures and mission of the Family Medical Center as well as adhere to local, state and federal guidelines.
10. Keeps and maintain accurate records, complete reports and other paperwork as necessary and as assigned in a timely and efficient manner.
11. Participate as directed in existing or newly created behavioral health activities and integrated care programs.
12. Performs other duties as directed by the Behavioral Health Director or designee

**EVALUATION:**

The evaluation of work performances will be ongoing and will be carried out by the Behavioral Health Director. It will include the specific duties and responsibilities of this position description, plus employee attitudes and general working behavior. Formal evaluation will normally be performed at the end of the introductory period, annually and as necessary.

**QUALIFICATIONS:**

1. One year experience in a similar role or other experience/education in the mental health intervention field.
3. Experience working with individuals with mental health issues.
4. Ability to organize activities, keep accurate records, and complete reports as needed.
5. Skills in communication and an affable attitude in order to accept directions accept constructive criticism and work with all personnel and patients.

**STATUS:**

This is an FLSA exempt position.  
This is an OSHA high-risk position.  
This is an ADA negotiable position.

I have received a copy and reviewed the job description for my position. I understand the essential functions, responsibilities and qualifications of the position. I acknowledge that this job description may not include all of the essential functions of this position, and that the essential functions may change on a temporary or regular basis as deemed necessary by the administrator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein and have had and will have the opportunity to ask any questions with my immediate supervisor or Human Resources.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name