

Oklahoma Systems of Care
SAMPLE - Behavioral Health Aide (BHA) Job Description

MINIMUM QUALIFICATIONS:

High School diploma or equivalent.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

Behavioral health aides must have completed 60 hours or equivalent of college credit, or may substitute one year of relevant employment and/or responsibility in care of children with complex emotional needs for one year of college experience, for up to two years of college experience.

- Ability to use own discretion and personal judgment to assess youth needs by:
 1. Function under the general direction of the family team and pursuant to the child/adolescent's current wrap plan.
 2. Coordinate with family team to develop behavioral management plan.
 3. Creating a plan and course of action based on individual needs of the child;
 4. To provide a behavioral management plan that includes communication, self help, safety, substance use decisions, and daily living skills.
 5. Assist child/adolescent by redirection and life skills remedial training in home, school or community setting.
 6. Assist child/adolescent by redirection and social development training in home, school or community setting.
 7. Using personal judgment, identify available resources to help reduce psychiatric impairment or prevent out of home/school placement.
 8. Using personal judgment, identify available resources to help reduce or prevent school suspension.
 9. Evaluating situations using discretion and personal judgment to adopt an effective course of action, to delegate responsibilities, organizes facts and present them effectively.
 10. Providing consultation and expert advice to management regarding child/adolescent plans and advocacy.
 11. Using discretion and independent judgment to interpret and implement policies regarding family plans and advocacy.
- Must complete the Module 1, CPR, Blood Born Pathogens, and First aid training portion of the specialized training and education curriculum provided by the ODMHSAS before work with children and families, and must have successfully completed the entire training and education curriculum, including passing a final examination, within six (6) months of their employment.
- Specialized training and/or certification in mental health services or related field as required in order to meet requirements for billable services and/or adjunctive services, i.e. specialized certifications (BHRS), SOC training and updates.
- Ability to establish and maintain an effective working relationship with peers, clients and the public.

- Ability to effectively interact with staff, clients and administration and the community both in person and on the telephone.
- Ability to maintain strict confidentiality guidelines for interactions regarding client information.
- Ability to work well under pressure meeting deadlines with efficiency and consistency while maintaining a balance between good physical and mental health and the job requirements.
- Personality and presentation of oneself demonstrating the ability to work with various agency systems while maintaining objectivity and cooperative attitude.
- Exhibit ability to effectively organize and plan field-work schedule to best service and maximize the needs of clients, i.e. arranging home based meetings, agency meetings, and care coordinator meetings.
- Current Oklahoma Operator's Driver's License and reliable transportation.
- Must be able to climb stairs and access non-(handicap) accessible equipped residences/facilities.

EXAMPLE OF POSITION RESPONSIBILITIES:

Under the general supervision of the Project Director and utilization of the best practices model as communicated by the State of Oklahoma, the BHA performs the following duties:

1. Support for the child/adolescent and his/her family.
2. Assist in the strengths assessment and wrap plan development.
3. Other duties as assigned by the Project Director.
4. The BHA will identify needs of the child/adolescent and help the families get these needs met through family and community sources first.
5. The BHA will recognize the individual child/adolescent client and his/her family has different barriers to social, economic, and employment opportunities and has varied levels of need to overcome these barriers. The goals for each juvenile client as identified in the family team will be tailored to reflect a juvenile client's particular needs in order to realize his/her full potential.
6. The BHA will maintain close communication with the Project Director/CC/FSP and other clinical and administrative staff in order to assure the highest quality of services is delivered to the child.

To be effective, the BHA will work with the child in their home, school and community, incorporating and focus on their strengths as well as the child's age and cultural heritage.

HIPPA: These positions are permitted to locate information necessary to follow through with their position responsibilities, (i.e. looking for a signed consent, locating insurance information.) Information should be requested through the Medical Records staff initially or under the supervision of Medical Record staff.

SUPERVISES: None

REPORTS TO: Project Director

HOURS: Full Time, 40 hours per week. Evening and/or weekend work will be required.