**Position:** Behavioral Health Integration Program Aide  
**Salary Range:** D.O.E.

Kern Medical strives to recruit the highest quality candidates, resulting in a high performance workforce that consistently delivers quality patient care.

Career Opportunities within Kern Medical for qualifying positions include many benefits such as:
- **New Hire Bonus:** For select positions.
- **New Hire Premium:** +6% of base rate of pay matched up to 6% if contributed to Deferred Compensation Plan.
- **Shift Differentials:** varies per classification.
- **A Comprehensive Benefits Package:** includes Holidays, Vacation, Medical, Dental, Vision and Life Insurance.

**Definition:**

Under direct supervision and in a learning capacity, to provide basic case management services to consumers/families with mental illness and/or substance abuse to achieve recovery, including routine monitoring, supportive and advocacy services; and to provide assistance to mental health professional staff.

**Essential Functions:**

- Supports the overall goals and objectives of the Behavioral Health Integration Program by providing resource referrals to patients and their families as needed, or other similar functions as assigned;
- Provides individual and group recovery-oriented behavioral health services to adults and children in the primary care clinic environments who have mental illnesses and/or substance abuse issues;
- Ensures that services are individualized, emphasizing consumer/family strengths, abilities, needs, and preferences;
- Assists with individual and group rehabilitation and educational services to the identified patients who may have behavioral health care needs. These include but are not limited to training in; independent living, activities of daily living, transportation, financial services, budgeting, etc.
- Assists professional staff in obtaining and documenting patient information on various forms; and prepares and maintains case management records in accordance with systems standards;
- Assists professional staff in providing limited patient intervention;
- Keeps team and supervisor apprised of issues related patients;
- Acts as an advocate for patients;
- Interacts with community agencies and other department staff;
• Assists in organizing training activities; and with providing educational materials for community groups, patients, family members, and staff;
• Assists in gathering data and statistical information to be utilized by professional staff in developing reports;
• May provide transportation for patients to and from medical and social services appointments;
• Performs basic typing and computer tasks; accesses, utilizes, and maintains electronic records and files, including an electronic medical record computer program.

Other Functions:

• Performs other job-related duties as required;
• Must adhere to departmental standards in regard to HIPAA and other privacy issues.

Employment Standards:

Nine (9) months of full time paid experience working in a social service, medical, or mental health setting in a capacity requiring interaction with the chronically medically or mentally ill OR completion of sixty (60) semester or ninety (90) quarter units from and accredited college or university with course work in behavioral sciences.

Volunteer experience may be qualifying if confirmed in writing from a recognized organization.

A valid California Class “C” Driver’s License is required for this position.

Knowledge of:

• Basic case management principles and techniques;
• Social Service agencies in Kern County;
• Basic vehicle and field safety procedures;
• Office functions and procedures including basic computer and record keeping;
• Crisis intervention techniques;
• Basic math;
• Public relations.

Ability to:

• Interact and train patients and their families who are part of the Behavioral Health Integration Program;
• Read and comprehend medical information;
• Obtain and complete routine forms;
• Maintain records;
• Operate a vehicle in a safe manner;
• Write clearly;
- Recognize crisis situations and take effective action;
- Understand and follow written and oral instructions;
- Establish and maintain effective working relationships with staff, other departments, public and private agencies;
- Utilize a computer and associated software;
- Access, utilize and retrieve electronic records and files