



North Sound BH-ASO

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NORTH SOUND BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION Position Description

TITLE:	Clinical Specialist - State and Long-Term Civil Commitment (LTCC) Hospital Liaison
REPORTS TO:	Clinical Director
ASSIGNED TEAM:	Clinical
FLSA STATUS:	Exempt
CLASSIFICATION:	Grade 36

North Sound Behavioral Health Administrative Services Organization values and seeks diversity, equity, and inclusion as integral to the behavioral health field. We support, embrace, and celebrate everyone's uniqueness, promote inclusion, and commit to remove systemic barriers that affect our workforce, our providers, and the people that receive behavioral health services.

JOB SUMMARY

The Clinical Specialist State Hospital and Long-Term Civil Commitment (LTCC) Liaison is a member of the Clinical Oversight Team (COT), who provides care coordination, transition planning, and continuity of care for assigned individuals at State Hospitals and Long-Term Civil Commitment (LTCC) Facilities. North Sound BH-ASO is committed to modeling diversity, equity, and inclusion for the entire organization and in our behavioral health system of care. As an organization we fight racism, inequality, and intolerance.

ESSENTIAL JOB FUNCTIONS

1. Oversee and provide direct care coordination and continuity of care for assigned individuals for discharge planning purposes and will be responsible for coordinating discharges in accordance with state contract requirements and agreements.
2. Provide customer services to individuals with behavioral health needs, family members, advocates, allied system professionals, and the public to assure clients get the best mental health services available within our system.
3. Coordination and collaboration with DSHS and other community stakeholder agencies (law enforcement, schools, hospitals, county government, etc.)
4. Respond to individual's needs promptly, accurately, and with courtesy and respect.
5. Represent North Sound BH-ASO in a positive and appropriate manner to outside entities. Uphold North Sound BH-ASO mission, values, and philosophy.
6. Assure that provider services are delivered in a manner that promotes high quality and compliance with contractual and professional standards.
7. Participate in internal committee and workgroups to ensure appropriate oversight of state hospital and LTCC utilization.

8. Ensure quality improvement activities are conducted and aligned with North Sound BH-ASO Quality Management program.
9. Provide Care Coordination and transition planning for assigned individuals at State Hospitals and LTCC facilities.
10. Coordinate with state hospital and LTCC facility discharge teams to identify potential placement options and resolve barriers to placement to ensure individuals will be discharged back to community settings.
11. Participate in and coordinate liaison responsibilities with various entities to include but not limited to HCA, DSHS, Department of Corrections (DOC), Home and Community Services (HCS), BH-ASOs, MCOs, Tribal Authorities, and education or vocational support systems.
12. Participate in and represent North Sound BH-ASO in various state-wide collaboratives or workgroups as it relates to admission or discharge planning from state or LTCC facilities.
13. Support State hospital or LTCC discharge plans that reflect requirements of an individual's Less Restrictive Alternative (LRA).
14. Oversee North Sound BH-ASO's Peer Bridger program to include supporting Peer Bridger agreements, engagement monitoring, services, and program outcomes.
15. Ensure delivery of North Sound BH-ASO's Evaluation and Treatment (E&T) Discharge Planner Report.
16. Other duties as assigned.

OTHER JOB FUNCTIONS

1. Attend staff and team meetings, training courses, and seminars as requested.
2. Provides updates and recommendations to the Leadership Team and performs other duties and special projects as assigned.
3. Stays abreast of new developments in the field of quality assurance and community discharge transition planning.
4. Reviews and update policies and procedures, ensuring they are commensurate with changing legal and contractual obligations.
5. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Knowledge of applicable contracts, standards, laws, rules, and regulations such as (HIPAA, WAC, RCW, CFR).
- Knowledge and experience in Utilization Management/Utilization Review, Quality Assurance/Improvement, data collection, statistical analysis, and preparation of reports.
- Clinical practice: especially in the areas of care coordination, recovery-driven treatment plans, cultural competence, and evidence-based practices.

Ability to:

- Work efficiently and independently, reporting to and consulting with the Clinical Director or other LT Members as appropriate.
- Complete and report on assignments on time in an environment of multiple competing priorities.
- Prepare a variety of correspondence, reports, policies, and other written materials.
- Plan and organize with ability to track and meet varying deadlines.
- Analyze issues, understand, and apply contractual obligations and legal mandates, summarize findings, and articulate and execute actions steps.
- Interpret relevant information to reduce barriers and resolve problems.

- Work collaboratively with and provide leadership to a wide variety of individuals including coworkers, people with lived experience, advocates, public officials, professionals, and the public.
- Demonstrated leadership skills.
- Communicate effectively, both orally and in writing, including effective presentation skills.
- Demonstrate proficiency with Microsoft Office, including Outlook, Word, Excel, and PowerPoint. Integrating and incorporating use of these and other North Sound BH ASO supported technology tools (i.e., North Sound BH ASO Web Site, electronic files and documents management) for daily work and communication.

Education and Experience:

- Master's degree in social work, behavioral science, nursing, or related field **AND** four (4) years professional level experience in a clinical behavioral health setting.
- Two years of experience working with multidisciplinary treatment teams across agencies is preferred.
- Expertise in working with severe mental illness preferred.
- An equivalent combination of education and experience may be considered.

License and Certification:

- Current Washington State License in a field noted above (i.e., LICSW, LMHC, and LMFT) is preferred.
- Valid Washington State driver's license and proof of insurance at the time of hire.

WORKING CONDITIONS/PHYSICAL DEMANDS

Work is generally performed in an office environment. Duties involve travelling to other locations to attend meetings and conduct work. Travel outside the local area may be needed to attend seminars or conferences. Duties may include occasional evening meetings. Position requires sitting in meetings or at a desk or computer for extended periods. On occasion, duties will require carrying supplies/materials up to 15 pounds from vehicle to building for meetings and presentations. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature _____

Date _____

Manager Signature _____

Date _____