

**Job Description:**

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| **Position Title:** | Behavioral Health Social Work Coordinator  | **Job Code:** |  |
| **Exemption Status:** | Exempt | **Grade:** |  |
| **Department Name:** | Care Management | **Function:** |  |
| **Reports To:** | Care Management and DHPA | **Date:** |  |

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| **Position Summary:** A brief description of the overall primary duties  |
| Under the general supervision of Care Management, in conjunction with Dartmouth Hitchcock Psychiatric Associates (DHPA), and in close collaboration with the Behavioral Health RN Coordinator, Psychiatrist, and the patient care teams take a proactive approach to identifying and treating psychiatric and behavioral needs of patients admitted to DHMC for medical issues. |

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| **Responsibilities:** A listing of the key responsibilities  |
| 1. To provide comprehensive and targeted primary mental health assessments of Behavioral Intervention Team (BIT) patients with appropriate documentation
2. Provide expert information, consultation and professional support to interdisciplinary team members
3. Peer to peer education and support of primary MSWs on units regarding behavioral and mental health patient care/interventions
4. Develop strategies with the healthcare team to advocate for patients psychiatric and behavioral needs. Work with team to negotiate complex systems to remove barriers and limitations in accessing appropriate disposition plans
5. Regular follow-up on patients being cared for by the BIT team
6. Targeted behavioral health interventions with patients and families
7. Development of comprehensive behavior plans for patients in collaboration with primary team
8. Participation in staff education on mental health topics
9. Communication with primary medical team regarding recommendations
10. Participation in complex care/team meetings, ethics meeting, etc. as indicated
11. Seek opportunities to increase personal knowledge and expertise in behavioral and psychiatric illness
12. Demonstrate initiative and leadership in developing services which respond to patient care demands
13. Comply with all DH and departmental policies and procedures
14. Perform other duties as appropriate or assigned
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**Minimum Qualifications:**

Master’s degree in Social Work from an accredited school of social work with a minimum of five years post graduate practice required. Excellent assessment, communication, leadership, interpersonal and organizational/time management skills. Demonstrated ability to work well as a member of a team and respond calmly and effectively in a fast paced environment and during a crisis. Excellent verbal and written communication skills

**Required Licensure/Certification Skills:**

Active Social Work license preferred

**APPROVAL:**

Department Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ Date: ­­­\_\_\_\_\_\_\_

Compensation Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_