



BEHAVIORAL HEALTH AIDE

Classification Title: 531
FLSA: Non-Exempt
EEOC: 05

GENERAL STATEMENT OF DUTIES:

Assists in assessing health and social service needs of a specific population through home visits and visits to other agencies and social services resources; refers clients to appropriate resource; advocates to obtain required services as necessary; provides information and education on health-related issues; performs other duties as required.

SUPERVISION RECEIVED:

Works under the general direction of a supervisor who assigns work, establishes goals and reviews the results obtained for overall effectiveness.

SUPERVISION EXERCISED:

Supervision of other employees is not a responsibility of positions in this class.

EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following)

1. Provides support services directly to clients or in administrative support roles; assists with some aspects of client treatment or training plans.
2. Assists with obtaining eligibility documentation, moving clients in and out of residential services, providing client activities and performing similar functions.
3. Provides limited special program information to clients; assists clients in organizing specific program plans and responding to inquiries.
4. May assist with routine paperwork, filing, record keeping and reporting.
5. Assists clients with accessing various resources for housing, medical treatment, transportation, financial services, employment and basic daily living needs.
6. May transport clients to appointments and activities as needed.
7. Performs information and referral functions for other staff and clients to obtain services.
8. Interviews clients, care givers and family members to assess the general well-being and personal and community support system of clients; reports to professional staff on the condition of clients.

RECRUITING REQUIREMENTS**KNOWLEDGE, SKILLS AND ABILITY:**

Knowledge and understanding of general mental health issues of the clients with whom the incumbent interacts; knowledge of, or training in, the field of health, social sciences, psychology, or substance abuse; ability to understand and carry out directions and instructions; ability to maintain confidentiality; interest and skill in providing services to people; ability to read and write English; must be willing to work hours conducive to reaching the identified population; ability to establish and maintain cooperative working relationships with clients, coworkers, and other agencies.

EXPERIENCE AND TRAINING:

1. Graduation from high school or possession of a GED; AND
2. One (1) year of employed or volunteer experience working with the client population served by the position; OR one (1) year of post high-school training in health occupations, behavioral or social sciences; OR
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

SPECIAL CHARACTERISTICS:

1. Must possess, or obtain within 30 days of hire, a valid Class C Oregon driver's license. (May be modified under exceptional circumstances.)
2. If position is within a Drug & Alcohol Treatment program, must be able to obtain CADCI certification within 6 months of date of hire.
3. Must possess and maintain an acceptable driving record.

ADOPTED: 10/05

REVISED: 04/08