



**Clínica**  
*Monseñor Oscar A.*  
**Romero**

## Job Description

**Position Title:** Behavioral Health Integration Specialist  
**Department:** Behavioral Health  
**Position reports to:** Behavioral Health Director

### Position Summary:

This position is responsible for managing internal and external referrals to the Behavioral Health (BH) department, providing general information about the process of becoming a patient to interested parties, improving interdepartmental communication within Clínica Romero, providing outside resources to patients currently being seen in the Behavioral Health Department.

### Responsibilities:

- Participates as directed in the screening of new behavioral health referrals within the clinic by means of an agency approved procedure which ensures that all individuals are adequately and
- Appropriately served according to their individual needs and in accordance with existing board policies and procedures.
- Provides support to medical providers and Clínica staff by assisting with warm hand offs. Attend on and off site collaborations and community meetings on behalf of Clínica Romero as the BH representative and report back to the BH director and team.
- Provides on-going supportive and/or case management functions assisting other BH clinicians to equip their patients with needed internal and external resources.
- Documents all service contacts on a timely basis including face-to-face interviews, collateral and networking contacts, correspondence and maintains the case records in accordance with agency and regulatory standards and requirements.
- Work with Substance Use Department (SUD) to screen mental health referrals and act as a liaison for SUD and BH collaboration.
- Meets regularly with the immediate supervisor as a means of enhancing professional growth, reviewing and processing the provision of case management services, and dealing with appropriate administrative issues.
- Participate in community outreach work to connect patients in the community to our BH services.
- Performs other duties as assigned by the supervisor which are consistent with the position and in compliance with agency policies and procedures.



(213) 989-7700



123. S. Alvarado St. Los Angeles 90057  
2032 Marengo St. Los Angeles 90033



[www.clinicaromero.com](http://www.clinicaromero.com)



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### **Qualifications/Requirements:**

- Bachelor's Degree preferred or 2 years' experience working in Human services field.
- Must possess a combination of mental health work experience or relevant education, and training which indicates the possession of knowledge, skills, and abilities necessary to perform essential job duties.
- Establish effective working relationships with internal agency staff as well as with relevant community organizations; interact positively with consumers and their families, work as a team member
- Communicate effectively, verbally and in writing, to maintain confidentiality, and to work independently under general supervision.

### **Observes CMOAR policy/procedures regarding conduct in the work place:**

- Observe regulations on time card use and reporting
- Maintain attendance as per policy
- Maintain a clean and safe work area.
- Observe Fire and Safety policy and procedures.
- Observe general Safety/Employee Health policies and procedures.
- Maintain a current annual health screening.
- Observe CMOAR Appearance/Dress standards
- Maintain the privacy and confidentiality of neighborhood committee members with regard to personal records and program issues development.
- Display clearly visible identification.
- Treats all employees, clients, neighborhood committee members with respect, dignity and in a courteous and professional manner in accordance to non-discriminatory policies and procedures.



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**CLINICA MSR. OSCAR A ROMERO IS AN EQUAL OPPORTUNITY EMPLOYER**

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_



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