



# EMPLOYMENT ANNOUNCEMENT

<b>POSITION:</b>	<b>BEHAVIORAL HEALTH AIDE/ PATIENT NAVIGATOR</b>	<b>DEPARTMENT:</b>	<b>BEHAVIORAL HEALTH</b>
<b>SUPERVISOR:</b>	<b>BEHAVIORAL HEALTH DIRECTOR</b>	<b>STARTING SALARY:</b>	<b>HS/HiSET: \$17.00</b>
<b>CLASSIFICATION:</b>	<b>REGULAR, FULL-TIME</b>	<b>(RISES BASED UPON EXPERIENCE/EDUCATION)</b>	<b>CERTIFICATE: \$17.85</b>
<b>OPENING DATE:</b>	<b>SEPTEMBER 27, 2023</b>	<b>CLOSING DATE:</b>	<b>ASSOCIATES: \$18.74</b>
			<b>OPEN UNTIL FILLED</b>

## POSITION SUMMARY:

The Behavioral Health team at Rocky Boy Health Center is dedicated to the emotional spiritual health of our community through services delivered with respect and compassion. As a member of the Behavioral Health Team, the Behavioral Health Aide works within a biopsychosocial and spiritual model of treatment to help consumers achieve their goals. Teamwork and collaboration are key components of care provided by the Behavioral Health team. The Behavioral Health Aides work closely with other providers, agencies, and the community to offer holistic care.

The Behavioral Health team offers community-based services including counseling services offered in the schools for the youth in the community. The School-Based BHA/Patient Navigator works closely with the school-based Behavioral Health provider to coordinate care and provide case management support.

## MAJOR DUTIES:

- Partner with the outpatient behavioral health providers and the schools-based providers to help consumers address the social and spiritual factors affecting their well-being as indicated by their treatment plan.
- Serve as the Patient Navigator for school-based behavioral health providers. This includes receiving referrals, patient follow-up, scheduling, obtaining consent forms, communicating, and coordinating care with the schools and families.
- Acts as the primary point of contact for the providers and school staff on matters including but not limited to community resources, clinic services, and case management needs.
- Will attend meetings with the Behavioral Health department and school staff as needed and will communicate relevant information between these two entities.
- Provide case management services and ongoing communication with referral agencies and consumers, supporting consumers in addressing barriers met in accessing services.
- Will work with the BHA who tracks patients on the Life Promotion Pathway to ensure those on the pathway are being appropriately served, holding appointments, and receiving timely follow-up for missed appointments.
- May serve in direct care roles, including co-facilitating groups, and supporting in-class interventions.
- Establish and maintain connections within the community, region, and state so as provide timely and pertinent referrals as well as education to the consumers and community.
- Support the development and implementation of strategies to increase access to behavioral health services for youth and work with the director and the team to recognize and address gaps in service provision.
- Assists in the collection, management, and reporting data including required data for grant-funded projects, consumer satisfaction surveys, and other performance variables and measures.
- Will track patients, schedule patients, and document care using the clinic's scheduling program and EMR (RPMS).
- Other duties as assigned by supervisor and/or designee.

*THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.*

## MINIMUM QUALIFICATIONS:

*APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.*

- Associates Degree in Human Services or related field or currently enrolled in degree program.

## DESIRED QUALIFICATIONS:

- Bachelor's degree in related field.
- Experience with collaborating with other providers and agencies to provide comprehensive care.
- Understanding of and appreciation for the tribal customs, traditions, practices, and the sovereign status of the Chippewa Cree Tribe.

## APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae

*ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED. ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.*

## SUBMIT APPLICATION:



In Person Rocky Boy Health Center Human Resources Office 6850 Upper Box Elder Road Box Elder, Montana 59521



E-mail [rbhchr@rbclinic.org](mailto:rbhchr@rbclinic.org)



Online <https://www.rbclinic.org/employment>

## APPROVED FOR ADVERTISEMENT:

DocuSigned by:

*Joel Rosette*

31186944B969401...  
Joel Rosette, Chief Executive Officer