**Job Title:** Behavioral Health Clinical Support Professional

**Job Type:** Full-time

**Pay Rate:** DOE

Brookings Behavioral Health & Wellness (BBHW) is a non-profit community mental health center with a mission to provide comprehensive, integrated behavioral health services that promote personal well-being and quality of life for all. We have a strong focus on serving clients who need us most and responding to the needs of our community. If you are someone with a strong work ethic, compassion, and a commitment to making a difference, we invite you to join our team.

BBHW is seeking a Behavioral Health Clinical Support Professional who will assess clients and collaborate with counselors and other care providers to design treatment plans, coordinate referrals, and identify the most suitable resources for each client’s behavioral health needs. This individual will be responsible for follow-up and documenting progress while providing essential clinical support to our clients and other members of the treatment team prov. This position also involves delivering behavioral health education to individuals, groups, and the surrounding communities.

**Principal Duties and Responsibilities**

* Receive documentation from treatment team and follow up with clients regarding their treatment plans.
* Meet with clients on a regular basis or according to their treatment plan. Document the details of the session in the clients EHR.
* Inform and educate clients and their family members about ongoing treatment plans and available resources.
* Maintain complete and accurate records using an electronic medical records (EMR) system.
* Ensure client confidentiality in treatment plans and reporting, adhering to HIPAA guidelines.
* Develop and deliver behavioral health education materials such as audiovisual aids, articles, brochures, and fact sheets.
* Collect and analyze data to evaluate programs and identify needs for additional educational initiatives.
* Work with community contacts to promote behavioral health programs and address community behavioral health issues.
* Participate in BBHW’s emergency service delivery through the on-call rotation.
* Perform additional duties as assigned.

**Required Skills or Abilities**

* Strong written and verbal communication skills, with the ability to communicate complex information.
* Capacity to work effectively with diverse populations.
* Excellent computer and documentation skills.
* Exceptional customer service skills, especially when interacting with difficult clients or family members.

**Required Knowledge, Experience, or Licensure**

* Minimum of an associate degree in a related field; a bachelor’s degree is preferred.
* Experience in case management, behavioral health, or the human services field is highly desirable.
* Proficiency in MS Office products; experience with EMR systems is a plus.
* Reliable transportation is required.

**Why Join BBHW?**

At BBHW, we value our team members and their dedication to our mission. We offer a competitive salary and benefits package, which includes:

* Medical, dental, and vision insurance.
* 11 paid holidays.
* Generous paid time off (PTO).
* 401(k) match.
* Tuition assistance.
* Credential enhancement programs for those looking to further their education and training.

To apply, please send your resume, cover letter, and salary requirements to: [mbfishback@brookingsivycenter.org](mailto:mbfishback@brookingsivycenter.org)

For more information about BBHW, please visit our website at [www.brookingsivycenter.org](http://www.brookingsivycenter.org)

Join us at Brookings Behavioral Health & Wellness and make a meaningful impact on the lives of others while advancing your career!