

**Community Hospital  
Behavioral Health/EAP Therapist**

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**JOB TITLE:** Behavioral Health/EAP Therapist  
**DEPARTMENT:** Administration  
**REPORTS TO:** Vice President Ancillary Services  
**FLSA STATUS:** Non-Exempt  
**Approved by:**  
**Approved date:**

**SUMMARY:** Provides comprehensive Behavioral Health for staff of Community Hospital as well as all contracted agencies, regardless of age or sex, on continuing basis. The therapist shall be available to see emergent critical care, admitted and out patients as reasonably designated by the Hospital by providing clinical, diagnostic and therapeutic services in accordance with the standards of the Hospital and the State of Colorado. The therapist shall also be responsible for maintaining all necessary documentation, telephone calls to patients, and consultants, and administrative duties as assigned pursuant to the policies of the Hospital.

**ESSENTIAL DUTIES AND RESPONSIBILITIES;** include, but are not limited to, the following:

1. Provides Behavioral Health for the Hospital employees and all contracted agencies:
  - a. Performs intake and administers appropriate screenings or assessments for diagnostic or treatment purposes.
  - b. Promotes positive mental health and communication amongst employees in a variety of settings and venues.
  - c. Consults with and refers patients to medical specialist, outside therapists for consultant services when necessary.
  - d. Follows up with patient regarding progress in high risk or emergency cases.
  
2. Completes administrative tasks for the hospital by:
  - a. Documents the assessment findings, interview notes, and required reports using Behavioral Health software.
  - b. Timely completion and submission of all charge tickets daily for the date of patient services to the billing service department.
  - c. Timely completion of counseling records in the electronic format prescribed by the Hospital
  - d. Participates in quality improvement activities and practice, patient protocols and facility standards.

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- e. Provide assistance in obtaining M-I hold license.
  - f. Promotes/develops EAP contracts referral basis as requested.
3. Participate in professional organizations and programs and cooperate in the development of and participate in marketing programs to enhance the visibility, acceptance, and use of services at the Clinic. Participates in community education and outreach activities upon request.
4. Other duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

At least a Masters in Psychology/Counseling/Social Work or related medical field. Most hold Colorado License for their discipline. Most hold or be willing to pursue CEAP certification. Most hold or be willing to pursue SAP certification. Past experience providing counseling for individuals with mental conditions, substance abuse and/or family issues.

**LANGUAGE SKILLS**

Must be able to read and write English. Prefer bilingual (Spanish/English) abilities. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors and other employees of organization. Able to work in a team-oriented environment.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**COMPUTER SKILLS**

To perform this job successfully, an individual should have general computer literacy skills and knowledge of Microsoft Office applications and be willing/able to learn EAP specific software.

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**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

**HIPPA**

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices. Has knowledge of and adheres to all compliance regulations, policies and procedures.

**Final Section** I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

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Employee Signature

Date

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Department Head Signature

Date

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### COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

**Technical Skills-** Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Customer Service-** Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills-** Focuses on solving conflict; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; remains open to others' ideas and tries new things.

**Ethics-** Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Quantity-** Meets productivity standards; Completes work in timely manner; Strives to increase productivity; works quickly.

**Safety and Security-** Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality-** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability-** Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.