



27801 Euclid Ave
Suite 300
Euclid, Ohio 44132

Job Title:	Qualified Behavioral Health Specialist (QBHS)	Job Category:	Billable Hour
Department/Group:	Clinical	Normal Hours:	Various
Location:	Various	Travel Required:	Yes
Level/Salary Range:	\$15.00-\$35.00	Position Type:	Part-Time & Full- Time

Job Description

Reporting to the Clinical or Case Supervisor or Training Specialist. Will be assigned to one of the following departments: Direct Service, Day Treatment, Therapeutic Behavioral Services, SUD Services, Group Therapy.

Responsibilities:

- Counsel and advise individuals or groups with Behavioral Health Issues
- Develop and implement individual treatment plans
- Establish treatment goals and milestones with clients
- Prepare progress reports and letters for relevant parties
- Educate families and groups treatments and prevention programs
- Facilitate referrals to other healthcare or counseling professionals
- Keep Accurate and Medicaid compliant documentation
- Complete Group therapy
- And other duties assigned

Qualifications:

- Previous experience in case management, social work, or other related fields
- Experience working with an Electronic Health Record System of some sort
- Experience completing Medicaid Billable Progress notes.
- Experience in conflict resolution
- Compassionate and caring demeanor
- Ability to build rapport with clients
- Excellent written and verbal communication skills
- Must have Transportation, Valid License with less than 4 point on it, and Insurance
- Minimum of High School Diploma or Equivalent
- Bachelor's degree preferred, but not required

Approved By: President or Designee		Date:	
Employee Signature:		Date:	
Supervisor Signature:		Date/Time:	