



## JOB DESCRIPTION

**JOB TITLE:** EAP Therapist  
**DEPARTMENT:** Behavioral Health  
**REPORTS TO:** Vice President of Ancillary Services  
**FLSA:** Non-Exempt

### SUMMARY OF JOB:

Provides comprehensive Behavioral Health Services for patients and staff of Community Hospital and its physician practices, as well as all contracted agencies, regardless of age or sex, on a continuing basis. The therapist shall be available to see emergent critical care, inpatient and outpatients to provide 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, coordinating with referring providers, and administrative duties as assigned pursuant to the policies of the Hospital.

### RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Provides Behavioral Health Services for patients, employees, and all contracted agencies:
  - a. Performs intake and administers appropriate screenings or assessments for diagnostic.
  - b. Provides appropriate treatment.
  - c. Promotes positive mental health and communication amongst employees in a variety of settings and venues.
  - d. Coordinate care with referring physician, staff, family, and other facilities.
  - e. Consults with and refers patients to community resources, organizations, and therapists.
  - f. Performs appropriate patient follow up, especially in high risk or emergency cases.
  
2. Completes administrative tasks by:
  - a. Documents the assessment findings, interview notes, and required reports using Behavioral Health software.
  - b. Timely completion and submission of all billing slips daily for the date of patient services to the BHS administrative assistant.
  - 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.
  - e. Complete M-1 and Emergency Commitment for Alcohol/Drugs documentation.
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 Hospital and clinics. 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:**

Masters or higher in Psychology/Counseling/Social Work or related field. Prefer experience providing counseling for individuals with mental conditions, substance abuse and/or family issues.

**CERTIFICATIONS/LICENSES:**

Current and unrestricted license to practice in the State of Colorado.

**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.

**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 use hands to finger, handle, or feel and reach with hands and arms.

The employee frequently is required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee is occasionally required to climb or balance and taste or smell.

The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus quickly.

**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, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, possible physical abuse by patients, exposure to infectious diseases, and transmission of airborne and/or blood born disease between patient and health care worker.

**HIPAA:**

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 Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name & Signature

\_\_\_\_\_  
Date