

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

RPA NUMBER	DGS OFFICE or CLIENT AGENCY Emergency Medical Services Authority	
UNIT NAME	REPORTING LOCATION	
SCHEDULE (DAYS / HOURS)	POSITION NUMBER XXX-XXX-9824-XXX	CBID R19
CLASS TITLE Behavior Health Specialist II	WORKING TITLE Emergency Response Behavioral Health Specialist	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

The mission of Emergency Medical Services Authority (EMSA) is to prevent injuries, reduce suffering, and save lives by developing standards for and administering an effective statewide coordinated system of quality emergency medical care and disaster medical response that integrates public health, public safety, and healthcare.

**POSITION CONCEPT**

**SPECIAL REQUIREMENTS**  Conflict of Interest  Medical Evaluation  Background Evaluation  Background Evaluation FTB  Office Technician (Typing)

**Medical Evaluation**

This position requires Medical Evaluation clearance.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
40%	As part of an interdisciplinary team, participates in the evaluation of problems presented and in the formulation of diagnoses and the development of treatment plans, prepares social case histories with particular emphasis upon social factors affecting the patients. Coordinates with other staff members and community agencies in carrying out treatment and/or rehabilitation plans, evaluates residential facilities for level of care and continuing program eligibility, provides supportive services to board and care staff including training, treatment plan development, and liaison at the client level, participates in specialized programs/projects or serves as a support person in program planning, evaluation, and policy developments, convene and facilitate team meetings, provide clinical oversight and direction for the unlicensed staff and community support workers. Responds to emergencies that occur on the unit, coordinates the flow of information and clinical data to ensure program and/or shift continuity.
30%	Interprets and explains to clients, relatives, services to specific population groups, may be required to gather services statistics and write reports and correspondence. Utilizes a personal computer to send and receive work-related electronic mail, and access and maintain electronic records with confidentiality when assigned. Keep the Chief Medical Officer or other managerial staff informed of any critical incidents
25%	Advises local public health agencies on mental health issues and works effectively with technical experts, local officials, and other organizations including EMS personnel during deployments.

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 Current Proposed**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Perform other duties as required

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

*I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

*I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED