

Ontario–Montclair School District

Behavioral Health Records Assistant CLASS SPECIFICATION

GENERAL PURPOSE

Under general supervision, performs detailed and responsible administrative record-keeping duties for student behavioral health information; maintains and updates student records and records and inputs student data; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Behavioral Health Records Assistant is responsible for performing administrative duties pertaining to the creation, maintenance and updating of student behavioral health records and other related student records. Individual must be knowledgeable of FERPA and HIPAA regulations so that all files meet those requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Creates, prepares, records, inputs, maintains, reviews and updates student referrals, testing, behavioral health records, triage, assessment and sessions; verifies student information; files student records, files and folders; assists staff in finding records according to County Department of Behavioral Health and HIPAA compliance requirements.
2. Creates student profiles, enters the data, updates student information; maintains and updates program and behavioral health records. Process all paperwork for new behavior health case.
3. Answers, screens and refers telephone calls; takes telephone messages and sends messages to staff; greets and directs visitors; assists students or parents in person and/or by telephone; responds to parent, student and staff questions; provides general program information.
4. Prints and distributes correspondence, memoranda, forms, lists, reports and other documents and brief oral instructions.
5. Pre-prints answer scantrons, scans answer sheets and corrects scanning problems as they occur; generates and distributes testing reports for administrators; assists in packing and re-packing tests. Understands DSM-IV coding for data entry.
6. Complies, calculates and enters behavioral health data and information into applicable databases or spreadsheets, compares information with other pertinent sources to ensure accuracy and completeness prior to data entry.
7. Creates updates, maintains and distributes specialized reports, lists, and records and other documentation related to behavioral health; maintains current and updated files to ensure compliance with County Department of Behavioral Health, State and Federal requirements.
8. Maintains tables and database structures; uses query tools to develop and generate reports.
9. Gather and Consolidate information, monitor input, review for input errors or issues. Format evaluation material.
10. Assists Program Manager with the implementation of Cultural Competency, HIPAA and County Department of Behavioral Health Compliance Requirements.

QUALIFICATIONS

Knowledge of:

1. HIPAA compliance office administrative and management practices and procedures, including confidential filing and record keeping practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
3. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
4. Computer hardware and standard and uses of business software, including word processing, spreadsheet, database and other applications.
5. Research techniques, methods and procedures. HIPAA Laws; knowledge about a variety of data base systems; and knowledge of Student Information Systems.

Ability to:

1. Organize and maintain highly detailed, confidential student records and files.
2. Operate a computer terminal and computer using word processing, spreadsheet, database and other business software.
3. Operate other standard office equipment.
4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
5. Interpret, apply, explain and reach sound decisions in accordance with District policies and procedures.
6. Communicate clearly and effectively orally and in writing.
7. Understand and follow written and oral instructions.
8. Prepare clear, accurate and concise records and reports.
9. Compose correspondence from brief instructions.
10. Maintain very sensitive and confidential information.
11. Use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers.
12. Establish and maintain effective working relationships with District administration, faculty, staff, parents, students, the public and others encountered in the course of work.
13. Principles and methods of collecting, organizing and presenting data, primarily as it relates to the behavioral health information.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; recent experience which evidences knowledge and ability to perform the task included in the above example.

Licenses; Certificates; Special Requirements:

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use match and mathematical reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent work with frequent interruptions; work under intensive deadlines; and interact with District administration, faculty, staff, parents, students, the public and others encountered in the course of work.

WORK ENVIRONMENT

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

Employees work in a school office, and the noise level can be occasionally loud.

Board Approved: June 7, 2012