

**Maine Mobile Health Program  
Position Specifications  
Essential Functions and Applicant Requirements**

**Position Title:** Behavioral Health Assistant

**Pay Designation:** Non-Exempt

**Position Reports to:** Behavioral Health Coordinator

---

**Position Summary:**

The Behavioral Health Assistant (BHA) is responsible for assisting with the planning, logistics, coordination, and provision of behavioral health services, including substance use disorder within migrant and seasonal farmworker (MSFWs) communities. The BHA is the primary liaison between the Behavioral Health Team and the Enabling Services Team, responsible for ensuring clear and open communication between all parties.

**Essential Responsibilities:**

1. Transport patients to behavioral health appointments
2. Schedule behavioral health appointments
3. Assist BH Coordinator with maintaining a toolkit of behavioral health resources around the state
4. Manage travel plans and logistics for the BH Coordinator and BH Providers
5. Manage the Behavioral Health team's clerical needs, including filing, copying, tracking documents, etc.
6. Assist with data collection and preparation of reports
7. Maintain devices and other technology needed for telehealth services
8. Facilitate all ordering and purchasing on behalf of BH Coordinator
9. Provide clerical support to other MMHP staff members as needed
10. Participate in MMHP trainings, retreats, and harvest debriefs
11. Adhere to infection control/safety guidelines, confidentiality policies, personnel policies, rules, laws, and other regulations
12. Other duties as assigned

**Availability Requirements:**

Flexible schedule with some evening/weekend hours required. Work takes place in office settings, migrant farmworker camps, work-sites and trailer parks. Workload will fluctuate with the harvests. Statewide travel may be required, and both a clean driving record and reliable transportation are necessary.

**Other Essential Requirements:**

- Prior success in working in cross-cultural settings, demonstrating a capacity for communicating and interacting with farmworkers and colleagues in a culturally appropriate manner
- Demonstrated capability of interacting with all stakeholders, including colleagues, volunteers, vendors, patients and health providers

- Ability to work both independently and with a team, as well as have strong communication and interpersonal skills
- Ability to organize, document, and prioritize work, especially when presented with multiple competing requests
- Familiarity with computer systems such as Microsoft Office software including at a minimum, comfort and expertise in Excel and Word. Familiarity/expertise with Adobe products a plus
- Ability to read, interpret and apply policies and procedures
- High level of comfort working with numbers
- Accuracy and attention to detail necessary
- Valid US driver's license, clean driving record, and reliable vehicle

**Equipment Usage Requirements:**

- Routine Office equipment including but not limited to computer, calculator, copier, fax
- Automobile

**Education and Experience:**

High School diploma required, an emphasis on related courses is a plus. A minimum of two years in a secretarial or support capacity is preferred. Excellent interpersonal and communication skills are a must. Ability to take responsibility, set priorities, work independently and meet program goals and timelines. Familiarity with medical billing and/or basic medical terminology is a plus, as is experience with data management. Spanish-language ability is preferred.

**General Work Environment and Physical Demands:**

Requires sitting and standing within a normal office environment, as well as working in more unconventional settings, such as patients' homes, labor sites, farms, and clinical settings.

**Cognitive and Emotional Demands:**

- Problem solving required along with frequent times when situation assessment and corrective action is needed
- Must remain calm and exercise self-control in working relationships with patients and staff
- Works directly and on a regular basis with persons who are or may become ill or disabled, must possess skills to cope with stresses associated with illness, disability, behavioral health concerns and at times, death

**NOTE:** This position summary and job description is a general overview of the primary responsibilities which is subject to review and revision at any time.

---

I have read and understand the above Position Description.

---

Employee Signature

---

Date

---

Witness Signature

---

Date