

Table 4.3 Additional Behavioral Health Assistant Skills and Duties

Knowledge and Skills	Basic proficiency with a variety of computer programs including Microsoft Outlook, Word, Excel, Epic and EMR.
	Strong people skills to handle different personalities, backgrounds, and personal situations
	Strong multi-tasking ability to handle the variety and pace of work
	Medical knowledge to understand the theories, reasons and technical aspects of medicine and behavior change
	Training other MAs on use of surveys used by the BHC
Duties and Responsibilities	Attendance at all nursing staff meetings
	Assist other medical teams by providing routine MA services as requested