



**Behavioral Health Coordinator**

**POSITION OBJECTIVE:** This position will be responsible for the operational aspects of youth and adult care coordination at the systems level.

**ESSENTIAL FUNCTIONS:**

- Assist network service providers' Care Coordinators with multi-disciplinary staffings for youth identified as high utilizers.
- Develop partnerships with the array of system representatives, Florida Department of Corrections, the courts, behavioral health providers, to facilitate transition and re-engagement to the community.
- Coordinate, in conjunction with community providers, discharge and placement in the community for residents leaving State Mental Health Treatment Facilities.
- Facilitate calls between the State Mental Health Hospitals and the community providers.
- Oversee and coordinate the operational aspects of adult oriented programs such as Florida Assertive Community Treatment Team (FACT), Early Psychosis Intervention, integrated child welfare, PATH, SOAR, Family Intensive Treatment (FIT), and others.
- Facilitate Baker Act receiving communication across receiving facilities in the Circuit.
- Approve Transition Voucher requests.
- Provide technical assistance to network provider staff to improve the quality of service provided to consumers and eliminate system barriers
- Ensure effective services and documentation of quality services for NWFHN and its sub-contracted service providers based on Florida Statute, Florida Administrative Code, NWFHN Operating Policy, DCF Guidance Documents, and Federal requirements.
- Ensure collaboration among providers, NWFHN, the Department of Children and Families (DCF) and circuit stakeholders to best serve the priority populations served through care coordination efforts.
- Identify, through establishment of processes, review of data and collaboration with key stakeholder (including children's crisis stabilization units, hospitals, Department of Juvenile Justice (DJJ) and managed care organizations) individuals eligible for care coordination based on the children's priority populations as identified by NWFHN and DCF.
- Monitor data of individuals served through youth and adult programs and address any identified needs for quality improvement.
- Promote the use of evidenced-based practices (EBP), including High Fidelity Wraparound, and increase utilization of EBPs across the provider network.
- Monitor waitlists, service needs/gaps, and redirect resources as needed.
- Ensure Recovery Oriented System of Care (ROSC) principle are incorporated throughout services.
- Coordinate for JITP cases and ensure the youth is linked to services as appropriate.
- Attend/lead community meetings.



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- Work collaboratively with child welfare staff to integrate services and share best practices related to family engagement and strength-based recovery.
- Participate in or facilitate related meetings to maintain relationships with partners and identify any system gaps, barriers, best practices and successes.
- Support the “no-wrong-door” model for the delivery of acute care services which optimizes access to care regardless of the entry point of the behavioral health care system.
- Assisting in the preparation of monthly, quarterly and annual reports
- Assist in monitoring network providers for compliance and quality.

This list of essential functions is not intended to be exhaustive. NWFHN reserves the right to revise this job description as needed to comply with actual job requirements.

### **QUALIFICATIONS:**

#### **REQUIRED:**

- Bachelor’s Degree from an accredited college or university
- 3 years’ experience working with at-risk, ED and/or SED children and their families
- Experience in data analysis, spreadsheet or database software
- Proficiency in Microsoft Office desktop applications
- Possession of a valid Florida Driver’s License, the continuation of an acceptable driving record, and availability of reliable transportation

#### **PREFERRED:**

- Master’s degree from an accredited university and 5 years’ experience in the human services field
- Possess established relationships with the Northwest Region sub-contracted providers, and DCF and community resources
- Prior experience working for a non-profit or governmental agency
- High Fidelity Wraparound Facilitator trained
- Experience working with vulnerable individuals with behavioral health needs

### **SKILLS:**

- Ability to work independently and set priorities in a multi-task environment
- Ability to maintain confidentiality of sensitive data
- Strong interpersonal skills
- Strong time management and organizational skills
- Ability to speak, read, and write English at the college level



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- Proficiency in Excel and data presentation
- Ability to lead meetings and group projects, as well as, speak in public situations
- Ability to evaluate and analyze data
- Excellent assessment skills and intervention strategies
- Ability to act with a high level of independent judgment
- Ability to establish and maintain effective working relationships with a variety of other professionals
- Ability to problem solve issues between agencies and stakeholders
- Ability to travel and work flexible hours as required
- Exceptional knowledge of community resources

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**I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.**

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Name (print)

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Supervisor's Name (print)

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Employee's Signature

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Supervisor's Signature

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Date

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Date