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**BEHAVIORAL HEALTH COORDINATOR**

**GENERAL DESCRIPTION**

The Behavioral Health Coordinator facilitates assessments, develops and monitors the individual care plans for youth up to the age of 24 experiencing homelessness.  This position works with everyone on the team, as well as the client, to make sure that the treatment plan is effective and the client’s needs are met. He /she/they are also responsible for coordinating referrals to clinically indicated services outside the primary care clinic (e.g., social services, mental health specialty care, substance abuse treatment).

**REPORTS TO: Director**

**Job Duties and Responsibilities**

* Support and closely coordinate mental health care with the patient’s primary care provider and other treating mental health providers.
* Screen and assess patients for common mental and substance abuse disorders.
* Provide patient education about common mental and substance abuse disorders and available treatment options.
* Monitor clients (in person or by telephone) for changes in clinical symptoms and treatment side effects or complications.
* Support psychotropic medication management prescribed by PCPs, focusing on treatment adherence, attention to side effects, and effectiveness of treatment.
* Provide brief counseling or psychotherapy using evidence-based techniques such as behavioral activation, motivational interviewing, or other relevant skills.
* Provide or facilitate in-clinic or outside referrals to evidence-based psychosocial treatments as clinically indicated.
* Conduct regularly scheduled (usually weekly) caseload consultation with the consulting team and communicate resulting treatment recommendations.
* Facilitate patient engagement and follow-up in mental health care.
* Track patient follow-up and clinical outcomes using the web-based care management tracking system.
* Document patient progress and treatment recommendations in MHITS so that they can be easily shared with PCPs, the consulting psychiatrist, and other treating providers.
* Facilitate treatment plan changes for patients who are not improving as expected in consultation with the care team.
* Facilitate referrals for clinically indicated services outside the primary care clinic (e.g., social services such as housing assistance, vocational rehabilitation, mental health specialty care, substance abuse treatment).
* Facilitate SSI eligibility process.
* Complete relapse prevention plans with clients who are in remission.

**JOB REQUIREMENTS:**

* Licensed health care professional with mental health experience (MSW; LCSW; RN; CNS; ARNP; Registered Mental Health Professional (MHP); Counselor (MA; MFT); clinical psychologist (PhD).
* One-two years of experience working in case management or therapeutic environment with a particular focus on young adults ages 18-24
* Demonstrated ability to collaborate effectively in a team setting.
* Ability to maintain effective and professional relationships with clients and other members of the care team.
* Strong communication skills.
* Ability to effectively engage clients in a therapeutic relationship.
* Ability to work with clients by telephone or in person.
* Experience with screening and assessment for common mental / substance use disorders.
* Working knowledge of differential diagnosis of common mental / substance use disorders.
* Working knowledge of evidence-based psychosocial treatments for common mental disorders.
* Familiarity with brief, structured counseling techniques (e.g., Motivational Interviewing, Behavioral Activation).
* Basic knowledge of psychopharmacology for common mental disorders.
* Ability to work effectively and exhibit professional work ethics, working cooperatively and respectfully with co-workers, administration and other stakeholders within the community.
* Knowledge of available community resources and services; general information regarding supportive services.
* Ability to complete a variety of daily, bi-weekly, and monthly documentation, as well as data collection.
* Ability to respond efficiently and effectively in emergency situations.
* Understand and maintain confidentiality of member information, perform general clerical duties including recordkeeping and filing.
* Excellent verbal and written communications skills.
* Ability to work independently and as a part of an interdisciplinary team.
* Valid HI driver’s license and reliable transportation and/or own vehicle.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. In the course of performing the job, this position typically spends time sitting, standing, climbing stairs, walking, driving, carrying (50lbs), and lifting (50lbs), bending, stooping. Operating a computer keyboard, firm/strong grasping, and repetitive hand control. Makes and receives telephone calls. Use of general office equipment copier, fax machine and basic office equipment. Subjected to outside environmental conditions.

**WORK ENVIRONMENT**

The employee may be in contact with individuals and families in crisis who may be ill, using substances and/or not attentive to personal health and safety for themselves. The employee may experience a number of unpleasant sensory demands associated with the client’s use of alcohol and drugs, and the lack of personal care. The employee must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations.