

Community Care Coordinator

Jackson Campus

General Job Summary: The Community Care Coordinator, under the direction of the Director of Clinical Services, maintains an active caseload providing a comprehensive array of therapeutic and case management services to clients and their families within the community. Goals of the services provided by the Care Coordinator include actively engaging clients and families to become involved with the care and treatment of the client, family reunification and/or permanency and the successful achievement of identified goals set forth by Mississippi Department of Human Services ("MDHS"), Department of Mental Health ("MDMH") and/or Mississippi Department of Medicaid ("MDOM"). Overall delivery of services shall include conducting visits with clients within their homes, schools and/or MCH Community Counseling Center.

Essential Functions: Oversees individual case work of each client receiving community services such as Core Services, Wraparound Facilitation and/or MYPAC. Develops and maintains effective therapeutic relationships. Identifies and monitors the clients and families progress relative to the needs, goals and objectives identified in the assessments and service plans and discusses any problems being encountered by or with the clients in care. Ensures coordination of client services including medical, dental, vision, psychological, psychiatric, and academic or other specialized services. Completes progress notes on each client relating to all services provided. Completes a CAFAS on all clients assigned to their case load at admission, 90 days from admission date, and at discharge. Maintains a working knowledge of MDHS, MDMH and MDOM regulations and standards. Performs related duties as requested by the Director of Clinical Services. Assists administrative staff in ensuring the community services program meets minimum standards for MDHS, MDMH and MDOM. Participates in training/in service opportunities provided by the Agency. Attends meetings as directed by the Director of Clinical Services. Establishes and maintains an environment that promotes the safety of the clients. Completes risk assessments on assigned clients and other duties as assigned. Maintains on call responsibilities as directed. Maintains a safe and healthy work environment. Serves as a role model and mentor for staff. Takes initiative to implement good practice and meets licensing and accreditation standards. Interacts professionally and cooperatively with other parts of the agency (i.e., Human Resources, Finance, etc.). Completes assignments in a timely and accurate manner. Is willing to take on additional responsibility in a positive manner. Upholds the mission and values of Methodist Children's Homes. Completes training necessary to perform position consistent with program and agency staff development plans and identifies training appropriate to this position.

Qualifications:

Knowledge & Experience

- Must be twenty-one (21) years of age.
- Must possess a minimum of a Bachelor's Degree in a mental health related field.
- Must have a minimum of two years (2) of case manager, management & supervisor experience of a child care program.
- Must be certified as a Community Support Specialist by DMH within 90 days of hire.
- Must attend and successfully complete Wraparound Facilitator Training (date tdb)
- Strong people skills.
- Working knowledge of family systems and family dynamics.
- Ability to meet and handle the public with tact and poise.
- Ability to multi task in a fast paced work environment.
- Ability to appropriately handle confidential information.
- Ability to understand and consistently implement policies and procedures of the Agency.
- Ability to interact and work cooperatively and effectively with other personnel and clients.

- Ability to show sensitivity and responsiveness to cultural difference in the service population.
- Ability to uphold the mission and values of Methodist Children’s Homes.

Skills/Working Conditions:

- Must maintain valid Driver’s License and an acceptable driving record.
- Must be insurable by Methodist Children’s Homes insurance carrier.
- Must be able to work flexible schedule and shifts including overnights, weekends, holidays and extended periods of time.
- Must successfully complete all phases of pre-service and on-going training.
- Must be able to work in a fast paced, high pressure, high stress environment.
- Position may experience verbal and/or physical aggression from client population.
- Possible exposure to infectious diseases.
- Caseload not to exceed 25 clients (Core Services)
- Caseload not to exceed 10 clients (Wraparound/MYPAC Only)
- Must be able to provide 24-hour accessibility, including weekends and holidays.

Physical Requirements:

- Must provide a negative drug screen result prior to employment.
- Must pass a pre-employment physical and TB test and on-going physical assessments as required.
- Have the ability to perform physical demands associated with daily operational functions, property management, and client maintenance, cooking, shopping, supplies inventory, and other rotating assignments.
- Have the ability to demonstrate organizational, management, and leadership skills.
- Have the ability to generate multiple solutions to meet the changing needs of clients, staff, and communities.

I HAVE READ AND UNDERSTAND MY JOB DESCRIPTION

Employee Signature

Date