Title: Mental Behavioral Health Coordinator
Department: Behavioral Health
Reports To: Behavioral Health Director
EEOC: Professional
FLSA Status: Exempt
Salary Range: Competitive Salary Offered

Community Health Alliance of Pasadena (ChapCare) strives to pay its workforce at the mid-level or 50% of the salary range. For new hires, we offer pay at less than the 50% mark to allow for growth. ChapCare offers a generous employee benefit package. The combination of the pay and benefits results in a total compensation package in the 70% of the competitive salary range.

Summary

The Mental Health care Coordinator functions as a core member of a collaborative care team that involves the patient’s primary care provider, a psychiatrist and other mental health providers that may be available in the primary care clinic. The care coordinator is responsible for supporting mental health care provided by primary care providers in consultation with a team psychiatrist and other mental health providers as appropriate. Is also responsible for coordinating referrals to clinically indicated services outside the primary care clinic (e.g., social services, mental health specialty care, and substance abuse treatment).

Principal Duties and Responsibilities

- Provide appropriate linkages, referrals, coordination, and follow-up for patients to services and supports, including referrals and linkages to long-term services and supports.
- Provide health care appointment scheduling for patients to mental health, substance abuse, and physical health providers.
- Ensure patient has adequate transportation to and from appointments
- Participate in discharge processes and communicate with other providers and family members.
- Communicate and collaborate with hospital emergency department staff to ensure the coordination of patient care and treatment
- Assist patients in obtaining necessary medications and increasing medication compliance
- Serve as a community educator by providing mental health information to relevant organizations and groups.
- Work closely with community resources and organizations in coordinating client services.
- Advocate for patients who may be vulnerable or need additional support.
- Complete and file all documentation as required in a timely manner.
- Ensure releases of information and other required documents are completed and filed.
- Attend provider team meetings to promote collaboration of service and treatment providers.
- Accomplish all tasks as appropriately assigned or requested
Requirements

- Some college with experience in the mental health field
- 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.
- Comfort with the pace of primary care.
- 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.

Desire

- Experience working with underserved, transient populations.
- Experience working with patients who have co-occurring mental health, substance abuse, and physical health problems.
- Experience with evidence-based counseling techniques (e.g. CBT or PST).
- Working knowledge of psychopharmacology.
- Experience working with safety net providers within the community and knowledge of community resources.

PHYSICAL DEMANDS/WORKING CONDITIONS

The physical demands described here are representative of those that must be met by a service member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member will be required to drive to community outreach sites, and will be required to drive to all ChapCare facilities as needed. The employee must occasionally lift and/or move up to 25 pounds.

Travel, generally within the San Gabriel Valley, will be required on a regular basis. Attending at state and out of state conferences may be required.

Acknowledgement of Receipt

I have reviewed this job description and understand that my supervisor can answer any questions I may have about what is expected of me in this position.

________________________________________
Employee Name

________________________________________
Employee Signature Date