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## POSITION TITLE: Behavioral Health Coordinator

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### POSITION OBJECTIVE

To support Big Bend Community Based Care and its partners in providing exceptional behavioral health services to child welfare involved children and families by:

- Collaborating with child welfare professionals to determine gaps in the provider network and identifying qualified professionals/agencies to meet the current behavioral health needs of the communities on Ct. 2 and Ct. 14.
- Providing technical assistance to providers to improve the quality of services received by children and their families.
- Overseeing, coordinating and directing aspects of behavioral health inclusive of assessments, testing, treatment and service authorizations and delivery for dependent children in designated county, ensuring least restrictive, most appropriate available placement while supporting stability and achievement of permanency goals.

### ESSENTIAL FUNCTIONS

- Attend collaborative meetings (Alliance, Partnership and Integration meetings) to identify gaps in the provider network
- Attend professional behavioral health meetings (NASW, BB Mental Health Coalition, Whole Child, PACT, etc.) to stay informed about local providers and their areas of practice
- Communicate monthly with providers regarding changes in policy, ideology, processes, etc.
- Serve as a behavioral health subject matter expert (SME) to child welfare staff
- Ensure that Medicaid and Managing Entity contracted services are accessed as primary treatment providers by reviewing POS expenditures and monitoring behavioral health referrals
- Assist in the quality assurance monitoring of network providers that receive POS funding as well as BBCBC's subcontracted child welfare programs
- Assist with ensuring all children are placed in the appropriate level of care and are receiving recommended behavioral health services to achieve permanency
- Work with BBCBC's Intake Placement Unit regarding new placements, authorizations, reauthorizations, STFC/TGC program requests and other placement needs to ensure stabilization and continuity of care and make referrals to these specialized programs.
- Oversee coordination for all behavioral health services for child-welfare involved children, including: multidisciplinary team staffings, the suitability assessment process and access to specialized levels of care such as STFC, TGC, and SIPP, etc.
- Work closely with BBCBC's Care Coordinator on cases involving behavioral health needs for community children possibly entering into the child welfare system
- Serve as the single point of contact for out of county Comprehensive Behavioral Health Assessments CBHA referrals

- Participate in the Quality Improvement Process, including developing and/or revising subcontract monitoring tools in conjunction with BBCBC’s Quality Assurance Unit.
- Serve as the Quality Delivery System Process Owner for processes involving credentialing new providers

This list of essential functions is not intended to be exhaustive. Big Bend Community Based Care reserves the right to revise this job description as needed to enhance its integration efforts as well as the efficiency and effectiveness of the Provider Network.

This position is supervised by the Director of Clinical Services.

**PERFORMANCE MEASURES**

<i>Performance Measure</i>	<i>Target</i>	<i>Report Period</i>
Hold staffings within 10 days of a written request	85%	Annually
Review the quality 10 CBHAs	80%	Quarterly
Monitoring the providers receiving POS funding for services	20%	Annually

**MINIMUM QUALIFICATIONS**

Required

- Possession of a Bachelor’s Degree from an accredited college or university in a behavioral health field
- Knowledge of local behavioral health services and providers
- Knowledge of the child welfare system
- 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 college or university in the field of social work or other behavioral health field
- Six-Sigma/Green Belt certification or similar
- Knowledge of the Department of Children and Families’ Safety Practice Model
- Knowledge of the existing provider network in Ct. 2 and Ct. 14

Skills

- Ability to work independently, think critically and set priorities in a multi-task environment
- Ability to critically assess and make recommendations for behavioral health services to children served within the child welfare system
- Ability to coordinate and facilitate meetings
- Ability to travel within the Northwest region
- Ability to maintain confidentiality of sensitive information
- Strong time management and organizational skills
- Ability to speak, read and write English at the college level

**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