



Job Announcement

Multidisciplinary Teams Care Coordination Manager

Work Location:	Broward Behavioral Health Coalition
Position reports to:	Director of Operations
Status: Position:	Full Time
Status:	Exempt
Salary Range:	\$45,000 - \$50,000

Position Summary: Responsibilities include all aspects of overseeing Multidisciplinary Teams and Care Coordination for individuals diagnosed with a mental health, substance use or co-occurring disorder and have also been identified experiencing high utilization of psychiatric acute care units, detoxification units, and/or crisis stabilization units in Broward County and may include involvement with the Child Welfare System. This position will ensure that the clients who receive care coordination are engaged at the appropriate level of care and are provided with the supports needed in the individual's transition of care. Supports will include assessment in needs such as: primary health, behavioral health, substance use, legal, financial, housing, etc. along with assistance in engaging individuals with the necessary community-based recovery supports. The Multidisciplinary Team Care Coordination Manager supports the Operations Management Team by providing clinical oversight and management of the utilization of the network provider multidisciplinary teams.

Specific Duties and Responsibilities:

1. Develop partnerships with the array of system representatives, the courts, behavioral health providers, to facilitate transition and re-engagement to the community.
2. Identify and track high utilizing individuals with mental health and/or substance use disorders in the behavioral health system with the goal of coordination, enrollment, linkage to care, and discharge planning through collaboration with community providers.
3. Monitor and report on clinical progress of individuals enrolled in multidisciplinary teams.
4. Coordinate services within the System of Care to eliminate barriers to access.
5. Recommend and facilitate linkages to appropriate community supports and services.
6. Conduct case reviews/staffings with the providers of multidisciplinary teams as needed.
7. Oversight of the coordination of comprehensive plans for individuals served.
8. Collect data for outcomes for individuals served.
9. Completion of assigned BBHC/DCF monthly reports.
10. Meet regularly with the Operations Team for network updates.
11. Collaborate with other Care Coordinators and support team, including cross-training as needed.
12. Develop and conduct presentations for local and national meetings/events/conferences, as requested.
13. Other related duties as requested.



Experience and Education:

- Master's degree in behavioral health/registered intern preferred
- Minimum of two years' experience in mental health/substance use/child welfare

Skills/Abilities/Competencies: To succeed as the Care Coordination Manager, the individual requires the following:

1. Understanding of the behavioral health system, the child welfare system, and local provider network.
2. Understanding the overall system of care.
3. Strong communication skills, both verbal and written.
4. Ability to multi-task and exhibit flexibility.
5. Proficient with computer programs such as Microsoft Office.
6. Oral communication/public speaking-speaks clearly and persuasively in both positive and negative situations.
7. Demonstrates ability to facilitate group meetings and discussions; solicits feedback from participants, keeps discussions on topic and needed timeframe, able to capture attendee's attention.
8. Documentation- skilled in writing notes, preparing proposals, drafting meeting minutes, and other reports.
9. Judgement- displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
10. Empathy-displays appropriate empathy for individuals and families: excellent counseling and problem-solving skills.
11. Diplomacy- able to deal effectively and positively with staff and external parties including providers and community stakeholders.
12. Follow through- demonstrates the ability to assume responsibility for tasks and ensure they are completed thoroughly and timely.
13. Understanding of data/outcomes as they relate to the target population to be served.

Mental and Physical Qualifications:

Good health as evidenced by acceptable pre-employment health screening, and ability to function effectively under stressful circumstances, with an acceptable attendance record.



Other Qualifications:

Has a valid driver's license and acceptable driving record. Will consent to background screening processes as required by the State, based on holding this position of special trust to include fingerprint-based search of criminal records in Florida and nationally.

Please send resumes and cover letters to jobs@bbhcflorida.org .