



**Broward Youth Reentry Program (BYRP)  
Clinical Integration Coordinator  
Job Description**

**Work Location:** Broward Behavioral Health Coalition office in Broward County, Florida

**Reports To:** BYRP Project Director

**Position Status:** Full Time

**Salary:** \$50,000 (Annually+Beneifts)

**Position Summary**

This position will assist the Broward Youth Reentry Program (BYRP) Project Director in referral processing for the BYRP. In addition, this may include assisting the Project Director in establishing interagency involvement relevant to the BYRP.

**Essential Duties and Responsibilities under the Guidance of the BYRP Project Director and in collaboration with the BBHC team and BYRP stakeholders:**

- Assist Project Director in policy development and quality improvement for BYRP service systems
- Attend and participate in Project Team and Council meetings as assigned
- Review clinical assessments for young people served by grant to determine appropriate linkage into services
- Track referrals, maintain program data spreadsheet, and monitor treatment progress through record reviews
- Facilitate monthly provider and stakeholder meetings as assigned
- Complete all required training associated with BYRP which include Transition to Independence Process (TIP) and Wraparound evidence-supported practices
- Provide technical assistance and coaching regarding the referral process and service linkage
- Attend all required grant trainings and meetings as assigned
- Represent BYRP at workshops, task forces and planning meetings as requested
- Perform other related duties and special projects, as assigned by Project Director



## **Competencies**

**Qualifications-** The BYRP Clinical Integration Coordinator must have excellent organizational, administrative, time management, and public relations skills. This individual is knowledgeable of the Broward County children's service system of care as well as adult system of care services for the target population; transition-age youth

**Professional Skills-** High ethical standards; excellent verbal and written communication; excellent business relationship and interpersonal skills; team building skills; past professional experience with services for severely emotionally disturbed (SED) youth; computer literate and knowledge of Word, PowerPoint, and Excel.

**Education and professional experience-** Currently enrolled in a master's level Psychology, Mental Health Counseling, or other related Behavioral Health program or has already obtained a master's degree in the aforementioned fields from an accredited college or university.

**Language Skills-** Ability to fluently read, write and speak in English. Multi-lingual a plus! Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Professionalism-** Approaches others in a tactful and professional manner, reacts well under pressure, follows through on commitments, accepts responsibility for own actions, and treats others with respect and consideration regardless of their status or position.

**Other Skills and Abilities-** Ability to travel to various meetings/conferences and have the ability to communicate effectively with peers, management, executive leadership and consumers. Able to work independently, prioritize tasks, meet deadlines and accept professional guidance and supervision. Demonstrates accurateness and thoroughness in work tasks and monitors own work to ensure high level of quality.

### **Mental and Physical Qualifications:**

Can meet the physical requirements related to the position, has the ability to function effectively under stressful circumstances, and has an acceptable attendance record. 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 and drug testing.



I acknowledge that I have read and understand my responsibilities as they relate to this job description and that I have received a copy of this document for future reference.