



Care Coordinator

Job Description

Work Location:	Broward Behavioral Health Coalition
Position Reports to:	Project Director
Position Status:	Full Time / Exempt
Salary:	\$55,000 - \$60,000 (Annually)

Description of Duties and Responsibilities:

- a. Works with Project Director to engage children and parents into mental health services and supports
- b. Screens and processes referrals for children who screen positive on mental health and trauma screenings
- c. Provides service coordination for children and families who are enrolled in OCP4 services and supports
- d. Provides quality management to network service providers to ensure that children and families receive high-fidelity services
- e. Attends trainings on mental health and trauma as continued education
- f. Participates in OCP4 Planning Implementation and other committees as necessary
- g. Collaborates with the Lead Family Coordinator to engage families into services and supports
- h. Attends all training and meeting associated with the system of care transformation effort and SAMHSA's required meetings

Skills and Knowledge:

- a. **Professional Skills** – Excellent verbal and written communication; ability to engage children and families in a professional and encouraging manner.
- b. **Education & Professional Experience** - A master's degree in a mental health-related field from an accredited college or university. Applicant must have knowledge of children's behavioral health and related services. Individual must have at least 2 years of professional experience in the behavioral health field working with SED children and families.
- c. **Language Skills** - Ability to fluently read, write and speak in English. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Bi-lingual in Spanish, Creole or Portuguese is a plus.
- d. **Professionalism:** Approaches others in a tactful and professional manner, reacts well under pressure, follows through on commitments, accepts responsibility for own actions.

Qualifications:

- a. The Care Coordinator must have exceptional organizational, administration, and time management skills.
- b. This individual has a working knowledge of Broward County's children's system of

- care.
- c. Preferred applicant has direct clinical experience and knowledge regarding the service, clinical and treatment needs of severely emotionally disturbed (SED) children.

Travel:

- a. Ability to travel to trainings, meetings and conferences as necessary.

Mental and Physical Qualifications:

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

Other Qualifications:

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

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.

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