



Care Coordinator
(Well Path)

Job Description

Work Location:	Broward Behavioral Health Coalition
Position Reports To:	Senior Director of the Adult System of Care
Position Status:	Full Time / Exempt
Salary:	\$55,000 (Annually)

Position Summary: Responsibilities include all aspects of coordinating care for individuals being released from the Broward County jail. Requires partnership with Broward County's System of Care, and the Criminal Justice System. This position will ensure the linkages are made between the courts, health care, behavioral health provider agencies, child welfare, school system, and other state managing entities. The Care Coordinator supports individuals served and their family members through transitions and transfers between the court systems, within the jails, receiving facilities, housing providers, residential treatment facilities, and others as deemed appropriate. The focus of Care Coordination focuses on the jail population with mental illness and/or substance abuse diagnosis.

Specific Duties and Responsibilities:

1. Develop partnerships with the array of system representatives, the courts, and the jails to facilitate treatment and discharge planning.
2. Participate in relevant community meetings.
3. Identify consumers who are high utilizers in the jails and recidivists from the database.
4. Monitor and report on progress for consumers as providers implement service coordination plans.
5. Coordinate services with case managers, the jails, the courts, and system partners.
6. Recommend and facilitate linkages to appropriate services.
7. Make recommendations in terms of services to meet the system's needs.
8. Conduct clinical case reviews with the treatment teams as needed.
9. Assist supervisor in system of care functions, as assigned.
10. Coordinate comprehensive plans on individuals served; maintain files on individual cases, meetings, and other activities.
11. Collaborate with other care coordinators and support teams.
12. Meet regularly with other care coordinators and supervisors to stay abreast of issues.
13. Educate system partners on the role of care coordination and continuity of care for those individuals who are incarcerated and require assistance to navigate community supports.
14. Develop and conduct presentations for local and national events/conferences, as requested.
15. Oversight of the BBHC Video Visitation process to facilitate triage of assessment and video visits for those in jail custody and collaboration with the sheriff's office.



16. Oversight of the Competent Client referral process to initiate the ability for public defenders to refer to the BBHC network for clinical assessment and outpatient triage for individuals in jail custody with behavioral health needs and preparation for transition to treatment in the community.
17. Other related duties, as requested.

Experience and Education:

- Bachelor's degree in human services, or master's degree in behavioral health, licensed preferred.
- Minimum of 5 years' experience in the mental health/substance abuse field
- Will be required to complete the Critical Time Intervention (CTI) Evidenced Based Practice Training.

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

1. Understanding of the behavioral health system and court system in Broward County
2. Understanding of 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. Demonstrates ability to facilitate group meetings and discussions; solicits feedback from participants, keeps discussions on topic and within needed timeframe, able to capture and maintain attendees' attention.
7. Documentation – Skilled in writing notes, preparing proposals, drafting meeting minutes, and other reports.
8. Judgment – Displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions.
9. Empathy – Displays appropriate empathy for people with problems, excellent counseling and problem-solving skills.
10. Diplomacy – Able to deal effectively and positively with staff and external parties including providers and community stakeholders.
11. Follow Through – Demonstrates the ability to assume responsibility for tasks and ensure they are completed thoroughly and timely.
12. Understanding of Data/Outcomes as they relate to the target population to be served.



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 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.

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