



Care Coordination Manager (of Forensic and Criminal Justice Services)

Work Location:	Broward Behavioral Health Coalition
Position Reports To:	Director of Forensic and Criminal Justice Services
Position Status:	Full Time / Exempt
Salary:	\$55,000- \$62,000

Position Summary:

Responsibilities include all aspects of coordinating care and ensuring linkage with the various systems including, but not limited to the criminal justice system, healthcare, behavioral health provider agencies, and other state-managing entities. This position will ensure the linkages are made between the courts, healthcare, behavioral health provider agencies, the Forensic State Hospital, and other state-managing entities. The Care Coordination Manager of Forensic and Criminal Justice Services supports individuals within target populations of persons with high utilization of services and who have multiple, complex needs. The focus of the Care Coordination Manager of Forensic and Criminal Justice Services is working with the forensic and jail population with mental illness and/or substance abuse diagnosis.

The position also oversees incidental requests that require approval and ensures that all requests get a response from the appropriate party.

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. Assist in overseeing the Forensic Teams, including Case Management (916), the Post-Arrest Diversion Team, and Competency Restoration Training.
5. Support direct supervisor on utilization management of the forensic residential facility, which includes reviewing all applications submitted, evaluating cases for medical necessity, and providing authorizations and extensions as needed.
6. Monitor incidental requests, and approve, deny, or staff-specific requests as appropriate.
7. Recommend and facilitate linkages to appropriate services and make recommendations to meet system needs.
8. Develop and conduct presentations for local and national events/conferences, as requested.
9. Other related duties, as requested.

Experience and Education:

- Bachelor's degree required. Master's degree in behavioral health preferred.
- Minimum of 1 years' experience in the mental health/substance abuse field.



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 the 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.

Please send resume and cover letter to jobs@bbhcflorida.org