

# **POSITION REQUIREMENTS**

## **Mental Health Services Coordinator 37.5 hr position with on-call rotation**

### **Minimum Requirements:**

Master's Degree or Bachelor's Degree in:

Sociology, social work, psychology, gerontology, anthropology, political science, criminal justice, theology, counseling, education.

Three years supervisory experience in a related field.

### **Preference given to applicants with:**

BCM experience.

### **POSITION DUTIES (but limited to):**

Complies with State and Federal BCM and Medical Assistance Regulations. Additionally, complies with guidelines set forth by County and Managed Care Organization.

Acts as a liaison and consultant to the MH Management team in the absence of the Director regarding programmatic issues.

Assists with the implementation and ongoing needs of electronic documentation and mobile electronics.

Reviews and coordinates discharges of consumers in the Mental Health Services department.

Works in conjunction with Director of Mental Health Services to identify and resolve issues related to program.

Responsible for supervisory on-call coverage as dictated by the needs of program.