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**Job Description**

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| **Job Title** | **Behavioral Health Clinic Coordinator** |
| **Department/Program** | **Behavioral Health** |
| **Location** | **Hamburg** |
| **Supervisor** | **Director of Behavioral Health** |
| **Classification/FLSA Status** | **Exempt (Supervisory Responsibilities)** |

**Integrity • Collaboration • Quality • Compassion • Dedication**

**Job summary**

The Behavioral Health Clinic Coordinator will assist the Director in the implementation of policies, procedures and will be responsible for the general operation and management of the Hamburg mental health clinic.

**Responsibilities**

* Participant Services:
  + Responsible for the overall coordination, management, an ongoing evaluation of providing quality behavioral health services.
* Administrative:
  + Manage and direct the operations of the mental health clinic.
  + Responsible for the administration of the clinical standards and for the implementation of its policies.
  + Maintain and oversee the quality and risk management programs
  + Responsible for the clinic’s ECR system and recording procedures.
  + Determine the clinic’s personnel needs and recommend personnel practices and policies.
  + Staff Administration:
    - Responsible for clinical staff performance evaluations.
    - Supervise the recruitment, screening, evaluation, dept./clinic orientation, and in-service training of staff in cooperation with appropriate team leaders.
  + Work in concert with the Agency’s Compliance Officer to assist with implementation of the organization’s compliance program and support compliance training efforts.
  + Conduct utilization reviews for other agency clinic(s) to assure appropriate services are being delivered and that goals are being met and ensure satisfaction and safety of consumers participating in programs.
* Community Services
  + On a regular basis, interpret the clinic’s goals, programs, and functions to the larger community.
  + Work towards the excellence of the clinic’s services through ongoing participation in professional associations, local, state, and national programs and other related activities.
  + Stay abreast of new evidence-based best practices, and the shift to value-based reimbursements in behavioral health.
  + Engage in collaboration with other area services/agencies and assist in concert with the Director and CEO to develop appropriate partnerships
* Compliance and Values
  + All employees are expected to obey all laws and regulations governing our Agency and to be accountable for compliance at all times.
  + All employees are expected to provide the highest level of service to Agency patients. Their work ethic is expected to reflect Harmonia’s core values

**Skills**

* Knowledge and of characteristics of diverse populations, concentrating on the characteristics of senior and mentally ill consumers.
* Working knowledge of trauma informed practices and the connections among trauma and mental, physical, social, and emotional well-being.
* Knowledge if the principles, procedures and techniques of community organization and planning services for the behavioral health community.
* Working knowledge of evidence-based psychosocial treatments for common mental health disorders.
* Knowledge of human services and activities.
* Ability to develop and maintain good public relations with the community.
* Expertise in administrative procedures and practices.
* Experience with electronic medical record systems.
* Ability to express ideas clearly both verbally and in writing
* Demonstrated sense of professional responsibilities and ethics
* Ability to work in in conjunction with the Board of Directors and volunteer groups
* All employees are expected to provide the highest level of service to Agency patients. Their work ethic is expected to reflect Harmonia’s core values.
* Additional duties as assigned by supervisor.

**Work Experience and Education**

* Master’s degree required and one of the following certifications or licenses: LCSW (Licensed Clinical Social Worker), LMHC (Licensed Mental Health Clinician), LPC (Licensed Professional Counselor), etc. or similar equivalent
* 3 to 5 years of equivalent experienced
* Must possess a current and valid NYS driver’s license and access to an automobile

**Work Environment and Essential Functions**

* Must be capable of lifting a minimum of 15 pounds
* Prolonged periods of sitting at a desk and working on a computer
* The environment for this position is an agency office that is clean and comfortable. It may include adjusting to minor noise, odors, and drafts, etc. The incumbent will be in a non-confined office type setting in which he/she is free to move about at will.

GENERAL SIGN OFF: The employee is expected to adhere to all agency policies. This job description is not designed or cover or contain a comprehensive listing of activities, duties, and responsibilities that are required of the employee.

I have read and understand this job description and recognize it may change to meet the needs of the organization.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Five Factors Rating  
Education/Experience  
Decision Making  
Management Level

Communication Type  
Communication Level

Filename: Job Descript. for Behav. Health Clinic Coord.