

Case Manager III – MH/D&A Housing Coordinator

This is a full-time position that will be responsible for the implementation of Housing programs made available through Health Choices Reinvestment funding and Base funding. The position will oversee such implementation through authorization of various housing services and supports, tracking such authorizations against available funding budgets, and monitoring Mental Health and Drug & Alcohol Housing programs served through Health Choices Reinvestment and Base funding.

This position will also serve as the agency's primary liaison and representative on local, regional, and state-wide Housing coalitions or planning groups. This position will assist and facilitate planning around the Housing needs of Mental Health and Drug & Alcohol consumers in Mercer County. Position will serve as the agency's "point person" for all matters related to accessing, authorizing, tracking, monitoring, and planning for Housing needs of MH and D/A consumers for any funding source received by the agency for housing, including but not limited to, those listed above, PATH, etc.

ESSENTIAL FUNCTIONS OF JOB

1. Will be knowledgeable of Health Choices Reinvestment funding requirements related to housing programs and projects to ensure agency compliance with such requirements.
2. Will be responsible for authorizing consumer access to available Housing supports and services through Health Choices Reinvestment, PATH, and other available Base funding in compliance with various eligibility and other requirements.
3. Will be responsible for assisting in the development of needed authorization criteria to facilitate such authorization including necessary updates to Susquehanna software.
4. Will be responsible to accurately document initial and ongoing authorizations in Susquehanna.
5. Will be responsible for tracking authorizations by funding source, service type, service need, frequency, units, service period, cost, etc.
6. Will ensure that authorizations do not exceed available funding budgets per service, support, funding source, etc.
7. Will communicate authorization request outcomes to identified referral sources and providers.
8. Will work collaboratively with BHC Fiscal staff to ensure that provider billing and invoicing is routinely referenced to service authorization and within available service budget, using the Susquehanna system.
9. Will track and monitor consumer response to, and need for, continued Housing services and supports over time.
10. Will actively participate in Mental Health and Drug & Alcohol system planning activities on matters related to Housing needs on a local, regional, and statewide level.

11. Will complete Monitoring of MH/D&A Housing programs funded through the agency as assigned to ensure program compliance to contracts, regulations, or other requirements, as well as, to promote quality program outcomes.
12. Will be knowledgeable of the Managed Care system (Health Choices) and develop ongoing relationships with the MCO and other Managed Care system representatives.
13. Will assist in the development and submission of any required reports concerning the utilization of Health Choices Reinvestment funding for Housing related services or supports.
14. Will assist in the development, review, and implementation of any Request for Proposals (RFP) associated with any Housing initiatives in Mercer County.
15. Will encounter confidential information, is responsible for adhering to all agency confidentiality policies, and must maintain strict consumer confidentiality as defined by state and federal law.
16. Will be responsible for entering service activity data into the Susquehanna data system and for maintaining individual productivity and performance standards.
17. Will develop and maintain internal and external relationships with key MCBHC program staff, provider agencies, managed care representatives, and other key consumer serving systems and stakeholders.
18. Will be knowledgeable of available services, supports, and resources available within the Mental Health and Drug & Alcohol systems.
19. Will be knowledgeable of available Housing supports, services, and funding available throughout the County and serve as an internal resource to the agency, as well as, an external resource to the community.
20. Will work cooperatively with other BHC programs to identify, understand, plan for, and access the Housing needs of Priority MH and D/A consumer groups including, Forensic, WSH discharges and diversions, Pregnant Women, Opioid Users, etc.

QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE

- A master's degree in a behavioral health or other human service related field with at least 3 years direct clinical experience would be considered.
- A bachelor's degree in a behavioral health or other human service related field with at least 6 years direct clinical experience would be considered.
- Prior Utilization Review and/or Service Authorization experience is preferred.
- Knowledge of Housing services and associated funding is preferred.
- Will be required to obtain updated clearances, i.e.; PA Child Abuse, PA Criminal Record and Federal FBI clearances.

Interested candidates may download the application, pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550.

Applications must be received at this office by Wednesday, January 10, 2018.

ATTN: Karen Myers, HR
Mercer County Behavioral Health Commission, Inc.
8406 Sharon-Mercer Road
Mercer, PA 16137

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