

## **D&A Case Coordinator**

This is a full-time position within the Central Intake Unit department of the Mercer County Behavioral Health Commission, Inc.

### **OVERALL OBJECTIVE OF JOB**

The incumbent of this position is responsible for providing intake, intervention, assessment, referral and linkage, utilization management, and administrative case coordination services to individuals with behavioral health needs. The Case Coordinator will assist consumers in accessing appropriate services by evaluating their need for treatment and referring to recommended levels of care. Site-Based Case Coordination services are delivered at the MCBHC Central Intake Unit. Mobile Case Coordination services are delivered at schools, treatment settings, hospital ERs and units, and other community settings as deemed necessary and appropriate. The incumbent of this position is expected to deliver both Site-Based and Mobile Case Coordination services as assigned.

### **ESSENTIAL FUNCTIONS OF JOB**

- Incumbent of this position will become knowledgeable of the Mercer County human service system, particularly the D/A and MH treatment providers and continuum of services.
- Must possess interviewing skills to facilitate the completion of a comprehensive intake of the consumer's current status, need for emergent care, and review of non-treatment needs, identifying priority populations.
- Position will be responsible for completion of a comprehensive assessment of the consumer's current status within identified life domains. Based upon a consumer's strengths and needs, a recommendation for treatment services will be developed and reviewed per department policy with the assessment team, consumer, and other appropriate persons.
- Position will provide intervention and support to consumers and families throughout the assessment process to promote insight into the recovery process, manage crisis situations, and address their treatment needs.
- Position will assist consumers in accessing recommended and accepted levels of treatment care through referral and linkage activities.
- Position will track consumer participation and progress, and authorize funding for treatment services per agency policy and protocols.
- Position will provide ongoing D/A Case Coordination services to individuals engaged in treatment to monitor status and progress, assess non-treatment needs, and support authorization of funding. This administrative case coordination service may be provided through office-based visits, phone calls, or community-based visits as determined needed.
- Position will complete service plans with consumers and other involved individuals in compliance with program regulations and requirements.
- Position will ensure that consumers are informed of organizational grievance and appeal procedures.

- Position will be knowledgeable of funding resources and billing procedures within the organization and provider network.
- Position will serve as a referral agent and information resource for the organization and community.
- Position will receive information resource calls to CIU and will provide appropriate information and intervention based upon the needs of the caller. This may include individuals in crisis.
- Will be responsible to assure timely and accurate reporting, records, and program compliance related to service delivery including client files in Susquehanna, DDAP reporting, and any other reports and/or records as assigned.
- Will attend assessment team meetings, coordination and service planning meetings, as well as, trainings, staff meetings and supervision activities, as required.

Qualified candidate must have at minimum a bachelor's degree in a behavioral health or other human service related field. Pennsylvania Child Abuse, Pennsylvania Criminal Record and Federal FBI Clearances will be required. Competitive salary with excellent fringe benefits provided, commensurate with experience and education of the candidate.

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 Friday, October 13, 2017.**

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