

POSITION DESCRIPTION

POSITION TITLE: E3 CASE COORDINATOR (SCHOOL BASED SERVICES)

REPORTS TO: BEHAVIORAL HEALTH CLINICAL COORDINATOR (E3 SERVICES)

I. POSITION SUMMARY:

The Case Coordinator will provide care coordination for Behavioral Health clients that are mainly receiving School Based Behavioral Health services at FSCA's E3 sites. E3 is a State Contract which focuses on increasing services to youth in identified schools. One main function will be coordinating care and outreach efforts with the youth's parents and other agencies providing support to the youth. Work in the community is required. The Case Coordinator will also assist in updating treatment plans with the parents of the youth, ensuring family input in treatment when appropriate. Other tasks may include needs assessments and intakes, referrals, systems advocacy, individual support, facilitation of groups, education services, and follow-up for clients that are not engaging in services. The Case Coordinator assists in the development of systems for youth support and recovery that enhance treatment effectiveness, providing outreach and liaison with other providers and community resources. This position also provides program support including data reporting, clinical timeframes, referral screening and caseloads.

II. DUTIES/RESPONSIBILITIES:

E3 Specific Duties:

1. *Assist Behavioral Health Clinical Coordinator of E3 services with data reports, ensuring clinical timeframes and required screenings for clients are completed, and tracking caseloads.
2. *Assess initial and ongoing needs of clients and help with determination of services and resources offered.
3. *Complete person-centered treatment plans for clients and coordinate with parents for approval when appropriate.
4. *Respond to client needs and assist in securing the necessary services and community resources.
5. *Follow up with resources to assure client access and appropriateness of referral.
6. *Provide outreach to and act between other services or resources and E3 clients.
7. *Assist with intake and discharge planning and development of relapse prevention plan.
8. *Promote community resources for families and the clients.
9. *Facilitates groups as needed.
10. *Provide advocacy among the legal, educational, employment, social services, and family structures that impact the success of client's involved in the program.
11. *Assist with discharging clients from services, including initiating Adverse Benefit Determination letters, Discharge Notice letters, and Insync discharges.

General Duties:

1. *Fulfills the requirements of all agency systems for statistical record keeping, reporting, program evaluation, quality assurance, internal control and attendance monitoring as appropriate to the position.
2. *Responsible for participating in staff meetings, trainings and agency activities, as needed.
3. *Must represent the agency internally and externally in a positive and professional manner.
4. *Assists in program expansion and development, as appropriate.

5. *Other duties as assigned by the direct supervisor, Directors or the CCO.
6. *Perform all other related duties as assigned.

III. QUALIFICATIONS:

- A Bachelor's of Social Work, plus 2 years of experience as a social service worker, 1 years of which shall have been in an agency.
 - BSW preferred however will accept a Bachelor's degree from an accredited program in human services, social science or other relevant program, with direct experience working with at risk youth or adults.
- Has obtained a CADC (preferred) and CPS or willingness to enter developmental plan with MCBAP.
- Experience or aptitude in supervision and leadership.
- Proficiency with computers.
- Program evaluation experience preferred.
- Demonstrated ability to establish rapport and relationships essential to the position.
- Demonstrated ability to organize and manage tasks relevant to the position.
- Valid driver's license and reliable transportation.
- Group presentation or facilitation experience.
- Cultural sensitivity, trauma informed approach, gender competent (women's specialty) knowledge of family dynamics and community resources.

*Essential job duties per the Americans with Disabilities Act

Developed January 2024

Employee Signature

Date