

Position Description:

Mental Health Resource Center is seeking a **State Hospital Care Coordinator** in Jacksonville.

The State Hospital Care Coordinator serves as a single point of contact for individuals transferring into or out of a State Mental Health Treatment Facility (SMHTF) to ensure access to and coordination of care.

The short-term goals/objectives of the position are to:

1. Improve transitions from acute and restrictive to less restrictive community-based levels of care;
2. Increase diversions from state mental health treatment facility admissions;
3. Decrease avoidable hospitalizations, inpatient care, incarcerations, and homelessness;
4. Focus on an individual's wellness and community integration; and
5. Decrease the amount of time individuals spend awaiting discharge from a State Mental Health Treatment Facility (SMHTF).

The essential functions of the State Hospital Care Coordinator include, but are not limited to:

- For individuals petitioned for commitment or residing at a SMHTF:
 - a. Ensures enrollment into MHRC Care Coordination.
 - b. Participates in the development of a SMHTF treatment plan.
 - c. Maintains at least monthly contact with SMHTF staff concerning the status of the individual.
 - d. Participates in the discharge planning meeting and assist in the development of a service plan which addresses the individual's needs in the community.
- For individuals on discharge status at a SMHTF:
 - e. Participates in discharge planning meetings.
 - f. Secures community placement and services in cooperation with SMHTF social worker or discharge planner.
 - g. Reviews the list of discharge ready individuals provided by the Managing Entity at a minimum of monthly
- For individuals returning to the community upon discharge from a SMHTF:
 - h. Ensures coordination of services and supports to meet each individual's needs holistically.
 - i. Develops a care plan with the individual based on shared decision making that emphasizes self-management, recovery and wellness, including transition to community based services and/or supports.
 - j. Conducts a face-to-face contact with the individual in the community within two working days of discharge from the SMHTF.
- Assesses and monitors for risk, symptoms of trauma, and indications of abuse, neglect and/or abandonment. Uses appropriate reporting mechanisms.

Position Requirements:

In order to be considered, a candidate must have a Bachelor's Degree in Social Work or a related Human Services field from an accredited university or college (a related Human Services field is defined as one in which 30 hours of course work includes the study of human behavior and development) required.

Experience working in human services or mental health related field required.

Must be eligible for enrollment as an Adult Case Manager by the State of Florida and Certified Behavioral Health Case Manager (CBHCM) through the Florida Certification Board.

Must complete the required Person to Person Case Management training within three months of enrollment.

Must complete FARS or CFARS certification within one month of start date.

Must demonstrate current knowledge of Florida Statute 394 and 916.

Must maintain a minimum of 60% direct service as demonstrated through productivity reports.

Must meet Frequent Drivers requirements, including a valid Florida driver's license, and insurance coverage equal to or exceeding 50,000/100,000/50,000 split limits.

Requires the ability to travel to satellite facilities, community agencies, and to make contact with individuals by performing home visits or community outreach.

Proficiency in the RBHS/MHRC Electronic Health Records (EHR) and Patient Information System demonstrated within three months of employment.

Proficiency in Microsoft Office, Outlook and use of the Internet required.

Must make sound decisions independently. This includes, but is not limited to, recognizing safety risks, abuse, neglect, or other emergencies and responding appropriately.

Position Details:

Full Time Shift: Monday through Friday.

This full time position offers a comprehensive benefits package.