

Position Description:

Mental Health Resource Center is looking for **Care Coordinator-Medical Services**. This is an ideal opportunity for an individual who is dedicated to providing a professional and caring environment for individuals in need of mental health services.

The Care Coordinator works closely with the Psychiatric Nurse Practitioner (APRN) and Psychiatrist to monitor and assist individuals receiving Outpatient Medication Management services. The Care Coordinator monitors medications for effectiveness and side effects, as well as facilitates case and family conferences as needed. The Outpatient Medication Management department's focus is on educating individuals, families, and caregivers on mental illness and how to manage these illnesses to allow for optimal independence and quality of life.

The essential functions include but are not limited to:

Outpatient Services:

- Completes an overall assessment and provides ongoing assessments to include substance abuse, living situation, support system, mental status, history, strengths and weaknesses, needs and resources, medical status and medications.
- Facilitates mental stabilization through periodic monitoring and assessment.
- Advocates for acquisition of services and resources necessary to implement the treatment plan. Completes referrals to community services and resources as needed. Coordinates the delivery of services as specified in the treatment plan. Monitors and evaluates effectiveness and satisfaction.
- Completes contacts at the time of medication management appointments and by phone as needed.
- Serves as advocate, assuring rights as delineated in the State and Federal Regulations.
- Assesses and monitors for risk, symptoms of trauma, and indications of abuse, neglect and/or abandonment. Uses appropriate reporting mechanisms.

Documentation and Reporting:

- Maintains, current, accurate and comprehensive information in each record to include all activities, contacts and communications.
- Develops and updates treatment plans. Completes formal treatment plan reviews as indicated and involves individuals served in this process.
- Monitors and documents progress or lack of progress for the individual served,
- Obtains consents and releases of information when indicated.

Position Requirements:

In order to be considered, candidates must have a Bachelors 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/or development) required.

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

Must demonstrate proficiency in MHRC EHR System within three months of employment.

Proficiency in Microsoft Office and email are required.

Must demonstrate current knowledge of Florida Baker Act Statutes 52 and 394 and Ex Parte Process.

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

Must be able to communicate and write English clearly, legibly and correctly at the college graduate level in order to make entries in the records of persons served. Documentation, paperwork and system entries must meet internal and external guidelines for content, accuracy and timeliness.

Excellent customer service skills are essential and this individual must be able to interact appropriately with internal and external customers, including individuals served, families, caregivers, community service providers, supervisory staff and other department professionals.

Position Details:

This position is a Full Time Days position: Monday through Friday, 8:00am to 4:30pm. Occasional evenings may be required.

This full time position offers a comprehensive benefits package.