



Behavioral Health Coordinator, Duval County CJRG Expansion – Position Description

Department: Partnership
FLSA Status: Non - Exempt
FLSA Classification: Administrative
Work Schedule: 40 hours per week; 1.0 FTE

Job Status: Full-Time
PCH Classification: Hourly
Reports To: Project Director
Positions Supervised: N/A

Position Summary

The CJRG Behavioral Health Coordinator position is responsible for facilitating the referrals of CJRG youth into Medical/Behavioral Health Home (M-BHH) and working closely with the Director of the Collaborative Care and the physicians to ensure to ensure implementation of Collaborative Care, identification and referral of children and youth, data collection and trauma training of practice staff.

Responsibilities

- Facilitate training of M-BHH staff in trauma, cultural competency and SOC core values;
- Facilitate the integration of behavioral health services into primary care practices;
- Facilitating collaborations with community behavioral health organizations;
- Develop referral processes into the CJRG Expansion into M-BHHs;
- Develop referral processes from M-BHHs into community behavioral health organizations if appropriate
- Adhere to documentation protocols and processes to track follow up; family engagement and improved child-wellbeing;
- Assure family and youth involvement in all aspects of planning process;
- Provide monthly status reports on the progress of M-BHHs and any barriers to success;
- Track and report data as needed to ensure accurate, relevant and current documentation for all CJRG youth M-BHH referrals and follow up activities
- Collaborate with the diversion team to ensure the youth and family are receiving the most appropriate and effective wraparound care.
- Request and obtain all available past medical records on the child, including hospitalizations, outpatient visits, immunizations, and other pertinent medical records (physical, mental health and dental care) as well as the current Comprehensive Behavioral Health Assessment and other relevant information.
- Contact the child's assigned caregiver to establish a working relationship.
- Attend required staff meetings and trainings as appropriate.
- Provide information and attend court proceedings if necessary.

Qualifications

- Knowledge of integrated physical and behavioral health practice settings
- Personal qualities of integrity, credibility, and dedication to the mission of Partnership for Child Health

- **Building Relationships:** Establish and maintain positive working relationships and work with a variety of internal and external stakeholders to prioritize, negotiate and achieve the goals of the organization.
- **Communicating Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Fostering Teamwork:** Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- **Organizing:** Set priorities, develop task checklists and work schedules, monitor progress towards goals, and track details, data, information and activities.
- **Solving Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Employees are required to be vaccinated and adhere to all COVID precautions.

Education and Experience

- Bachelor’s required, RN or Master’s preferred.
- 3-5 years’ experience in program development, health care coordination, trauma training, and process implementation, preferably in a pediatric care setting

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this position description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Supervisor Signature: _____ Date: _____

Approval: _____ Date: _____

Employee Signature: _____ Date: _____