

Health Care Coordinator - Job Posting: 4618339

Job Description

- Provides safe, timely delivery of counseling support services, programs, and activities as specified within Individual Service Plan as directed, supervised, or guided by the Clinical Liaison or Clinical Director.
- Conducts all necessary direct management activities for behavioral health care of enrolled member/participants including service coordination for members in crisis, crisis intervention, behavioral health triage, and other assessment, treatment, rehabilitation, and support services
- Documents, monitors, tracks, and reports related to member care, treatment plans, clinical findings, progress notes, and case dispositions related to behavioral health services using automated and manual systems and formats.
- Provide or coordinate safe transportation of members to and from the facility or program as medically assigned.
- Refers members to the appropriate level care; reviews and monitors services using DBHS/RBHA criteria and medical necessity guidelines; documents treatment outcomes; and monitors, tracks and reports behavioral health care utilization.
- Reviews treatment plans and consults with Clinical Director and/or Clinical Liaison regarding medical necessity criteria; facilitates community placements, agency linkages and otherwise coordinates discharge planning, aftercare, referral and follow-up.

Credentials Needed

- Bachelor's Degree in a Behavioral Health Field
- Four years related experience or training
- Conducts all necessary direct management activities for behavioral health care of enrolled member/participants including service coordination for members in crisis, crisis intervention, behavioral health triage, and other assessment, treatment, rehabilitation, and support services
- Protect and maintain the confidentiality of member records and information.
- Must be able to get a level one fingerprint card
- Must be able to obtain a CPR/First Aid card
- Must be able to obtain TB Test/Chest X-Ray