POSITION: Adult Health Home Care Coordinator

PROGRAM: 2600 Health Home Care Management

HOURS: 35 hours/week JOB

DESCRIPTION: The Guidance Center of Westchester provides care management services to adults with serious mental illness and behavioral disorders, as well as to children with mental health conditions and complex trauma disorders, and their families. Our growing program needs a bilingual (English-Spanish) care coordinator who will ensure that enrolled adults are connected to mental health, medical, substance abuse, and social services that will improve health outcomes and quality of life. The care coordinator is responsible for the following:

- Enroll and maintain eligible adults in the CommunityHealth Care Collaborative Health Home for comprehensive care management services.
- Develop a care plan that addresses the member’s behavioral, medical, social, and vocational needs.
- Find and collect all necessary medical records and other documents to inform and support care plan.
- Connect members to needed community resources.
- Complete HCBS assessments and plans of care for eligible HARP members.
- Perform and document required number of contacts each month.
- Complete required billing and progress report documentation.
- Coordinate care with various healthcare providers.
- Arrange and hold case conferences as needed.
- Monitor changes in condition and functioning and modify care plan accordingly.
- Ensure the prompt, consistent delivery of services by continual follow up, home visits, and field work to community providers.
- Enter and update accurate, complete documentation in timely manner to enrollment database.
- Attend and complete all required trainings and staff development meetings.

Qualifications: Bachelor’s degree required in related discipline. A master’s degree in one of the listed education fields may be substituted for one year of experience. Minimum 2 year post-degree experience in behavioral health, care management, social work, or related. Minimum 2 years’ experience in providing direct services to people with Serious Mental Illness, developmental disabilities, or alcoholism or substance abuse; or in linking individuals with Serious Mental...
Illness, developmental disabilities, or alcoholism or substance abuse to a broad range of services essential to successful living in a community setting (e.g. medical, psychiatric, social, educational, legal, housing and financial services). Highly proficient computer skills. Excellent speaking, writing, time management, organizational abilities. Bilingual English-Spanish (speak, read, and write). Knowledge of lower Westchester County health care and social services. Clean driver’s license.

**SALARY:** Competitive; excellent benefits, free parking

Please include cover letter with resume. Email: cwebb@theguidancecenter.org
Fax: 914.664.3003