



JOB TITLE: LCSW- Program Coordinator

FLSA STATUS: Exempt

PROGRAM: Mobile Mental Health, Crisis Stabilization, Cross Systems Unit, Children and Family Treatment and Support Services, Children's Home and Community Based Services, and Waiver Subcontractor Services

HOURS PER WEEK: 35

REPORTING RELATIONSHIP: Program Director of Children's Services

We have an exciting new opportunity for a **LCSW-Program Coordinator** in our Children's Services program.

SUMMARY of DUTIES

The Program Coordinator is responsible for the overall management and supervision of the program, services and staff. The Program Coordinator provides clinical supervision to the staff. The Program Coordinator will support recovery by providing services that reflect our deeply held values that include the recognition of individual rights of self-determination, choice, shared decision-making and collaboration. When possible he/she will utilize evidence-based practices, always embracing a trauma-informed and person-centered approach.

SPECIFIC DUTIES and RESPONSIBILITIES

1. Responsible for adhering to all standards and guidelines established by applicable regulatory authorities.
2. Supervises, directly or through a designee, all program services and staff.
3. Responsible for overseeing the collection, preparation, and completion of monthly statistics for Medicaid billing including subcontractor billing.
4. Responsible for overseeing the collection, preparation, and completion of monthly statistics for WCDCMH and DSS.
5. Participate in weekly SPOA Meetings and other county meetings as needed.
6. Participates in the development of program budgets and is responsible for implementation of the adopted budgets.
7. Prepares an Annual Report of Services, which provides a basis for continued planning.
8. Follows the established agency policies and maintains appropriate professional standards.
9. Establish and maintain a culture that is recovery oriented and grounded in service excellence.
10. Provide supervision, mentoring, coaching and performance reviews for direct reports.
11. Other designated and related duties.

REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of Program Management

2. Effective verbal and written communication skills
3. Excellent organizational skills
4. Excellent interpersonal skills
5. Strong attention to detail
6. Effective crisis intervention skills
7. Effective leadership skills
8. Problem solving skills
9. Effective management practices:
 - a. address interpersonal barriers and strengths in his/her staff
 - b. empower those receiving supervision
 - c. offer criticism in a constructive manner
 - d. understand employment and labor laws
10. Familiarity with and ability to use an Electronic Health Record system.

QUALIFICATIONS

1. The Program Coordinator shall be an experienced mental health professional with a LCSW or a Licensed Psychologist.
2. He/she must have at least 4 years of experience in providing direct services to children with Serious Emotional Disturbance
3. Supervisory experience is a plus.
4. Basic computer skills in word processing, spreadsheets and data base management are desired.
5. Must be reliable and able to work independently and understand the importance of maintaining confidentiality.
6. The Program Coordinator must have a valid Driver's License and a driving record that is satisfactory to our insurance carrier.
7. The Program Coordinator must maintain current New York State Defensive Driving certification.
8. The Program Coordinator must be cleared by the NYS Justice Center through fingerprinting for a Criminal History Records search.
9. The Program Coordinator must be cleared by the NYS Office of Children and Family Services for instances of child abuse and/or neglect.
10. The Program Coordinator must be legally eligible to work in the United States.

MHA of Westchester is an equal opportunity employer that is committed to diversity, and values the ways in which we are different. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other characteristic protected by the applicable law.

To apply, please send your cover letter and résumé by e-mail to employment@mhawestchester.org with “**Program Coordinator-Children’s Services**” as the subject line of the e-mail. Thank you.