



Clinical Case Coordinator

Job Profile

Job Title:	Clinical Case Coordinator
Department:	BHRS
Reports to:	Clinical Manager
FLSA Classification:	Exempt
Date Modified:	November, 2008
Summary:	This is a 35-hour week, 12-month position to assist and support the Clinical Manager in providing ongoing guidance of clinical services to clients and ensuring clinical services provided meet the clinical standards of agency Credentialing and Compliance Standards.

Essential Duties and Responsibilities:

Clinical Responsibilities

- Assist in the clinical review of all therapist (BSC and MT) paperwork prior to filing for individual client files. Progress notes, encounter forms, and treatment plans are reviewed on a routine (bi-weekly) basis to ensure that all standards are met for both credentialing and compliance.
- Provide additional follow-up to ensure appropriate corrective actions.
- Assist in the administrative coordination of all quarterly reviews, quarterly treatment plans, annual reviews and annual treatment plans for all clients ensuring all timeframes are met.
- Coordinate quarterly review treatment team process for all clients.
- Participate in treatment team meetings required for individual and clients and assist the case management staff to coordinate and schedule team meetings as needed.
- Complete all assigned CBE and CBR's in a timely fashion.
- Coordinate with other service providers, DHS, Foster Care, other mental health providers, school, etc.
- Serve as liaison between educational institutions and BHRS program
- Assist in the investigations of Therapeutic Staff Support (TSS) complaints lodged by an educational institution.

Administrative Responsibilities:

- Attend Compliance and Quality Assurance meetings as scheduled.
- Attend regular meeting with the BHRS Administrator to discuss ongoing issues of credentialing and compliance, training requirements and needs, and any other issue pertinent to the optimal running of the program.
- Attend all CBH meetings as required
- Attend interagency meetings with other providers, schools, DHS, etc as required
- Actively participate on-going Client File Auditing functions

Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Education and/or Experience:

- Master's degree in a Clinical Mental Health discipline, i.e., Psychology, Counseling, Marriage & Family therapy, Human Services, Clinical Social Work, or Psychiatric Nursing from an accredited university or college.
- Master's degree must include clinical coursework in the foundations of Behavioral Health and the provision of Mental Health Services, i.e. individual, group and family therapy; cognitive behavioral therapy; psychodynamic therapy; crisis counseling; abnormal psychology; psychopathology assessment; child development; personality theory; psychotherapy lab; clinical practicum, etc.
- Valid Act 34, Act 151 and Act 114 clearances.
- Ability to effectively communicate in a verbal and/or written manner.
- Ability to read and interpret documents.
- Ability to write and complete routine reports.
- Ability to handle and maintain confidential information.
- Ability to handle multiple priorities.
- Ability to handle multiple tasks, projects, and assignments.
- Ability to communicate with coworkers, administration, clients, vendors, and others in a courteous and professional manner.
- Ability to present in a professional appearance and manner.
- A valid driver's license with access to an automobile, preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- While performing the essential duties of this job, the individual is regularly required to use hands, arms, legs, talk and hear.
- Ability to stand, to walk, and to negotiate steps/stairs several times a day.