

Behavioral Health Continuing Care Coordinator**DEFINITION**

Under general direction to plan, organize, coordinate, and supervise supportive housing services and residential placements of Plumas County Behavioral Health clients. To work closely with seriously mentally ill adults and youth, and their families; to develop, review, place and evaluate mental health and SUD client's care programs and services; to provide therapeutic services to seriously mentally ill adults and youth, including therapeutic meetings and resource assistance, and do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is for the administrative position in the Behavioral Health Department which has responsibility for developing and implementing policies for the Supportive Housing System, administering the Homeless Management Information System (HMIS) and participating in any stakeholder meetings across the county. This position works with the Public Guardian, and other agencies serving the housing, house providers, governmental partners, and other key stakeholders. This position also has a case load of adult residential clients and is responsible for court reports on conservatorship and residential status. This position is responsible for a client's step down from residential facilities to supportive housing.

REPORTS TO

Behavioral Health Director or Deputy Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Behavioral Health Case Management Specialist I/II/Senior.

EXAMPLES OF DUTIES

- Handles complex coordination between local, County, and State resources.
- Prepares court reports on residential placement and Conservatorship and attends hearing.
- Testifies in court as required.
- Works closely with the Public Guardian on placement and discharge.
- Works closely with contracted facilities on finding placement and discharge plans.
- Works closely with the PCBH SUD Administrator for placements.
- Actively participates in the development and oversight of new housing opportunities in Plumas County.
- Determines budgetary requirements to maintain all programs, both within Plumas County and out-of-county.
- Carries a caseload of severely mentally ill persons.
- Responsible for inputting session information into the Electronic Health Records (EHR) in a timely manner.
- Prepares staff reports, comprehensive detailed plans with County wide impact.
- Develops, administers, and evaluates programs.
- Inputs HMIS data and oversees all housing reports.
- Assist client with resources.
- Serves on-call after hours on a routine basis.
- Has the responsibility for the maintenance and updating of client records.
- Periodic therapeutic meetings face-to-face with residential clients.
- Attend the Plumas-Sierra Continuum of Care (CoC) board meetings.
- May serve on the Utilization and Review committee.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office and clinic environment; may involve extensive travel; some exposure to communicable disease; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends for counseling, therapy, and guidance of persons in mental health programs.
- Therapeutic treatment methods and procedures in the mental health field.
- Principles and practices of supervision, program management and budgeting.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health services and programs.
- Community organizations.
- The scope and activities of public and private agencies in the mental health field.
- Treatment research, development, and implementation.
- Quality Assurance practices and standards.
- Program development and administration.
- Crisis counseling principles, methods, and techniques.
- Principles of supervision, training, and staff evaluation.

Ability to:

- Plan, schedule, coordinate, develop, and evaluate continuing care services.
- Develop and maintain confidence and cooperation of emotionally disturbed patients and their families.
- Interpret and apply complex mental health program rules, regulations, and policies.
- Prepare clear, relevant, and accurate reports and court reports.
- Develop and present public presentations.
- Enforce Quality Assurance standards.
- Effectively establish and maintain effective working relationships between the Behavioral Health Department and clients, the public, and other agencies.

TRAINING AND EXPERIENCE

Required qualifications for this position

Training:

A Master's degree in psychology, social work, marriage and family counseling, or a related field from an accredited college or university which provides the educational basis for licensing to provide psychotherapy in the State of California.

Licensing or Certifications:

Possession of, or ability to obtain, an appropriate valid California driver's license. Valid California Driver's License must be maintained throughout employment.

Prior to hiring, must be registered with the California Board of Behavioral Sciences, and possess an intern number for either an Associate Clinical Social Worker (ACSW), a Marriage Family Therapist Intern (MFTI), a Professional Clinical Counselor Intern (PPCI), or a related licensing that provides the ability to provide psychotherapy in the State of California. Must obtain licensure as an MFT, LCSW or LPCC, or related license providing the ability to provide psychotherapy in the State of California within five (5) years of the effective date of employment. Maintaining an active intern number all years and obtaining licensure in five (5) years is a requirement of this position, and employees who fail to do so are subject to demotion or termination.

Preferred Qualifications

Possession of a license, such as a Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), or related license to provide psychotherapy in the State of California.

SPECIAL REQUIREMENTS

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.