**Job Posting**

**Job Title:** Behavioral Health Care Coordinator  
**Department/Program:** Placement/Kid’s Central

<table>
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<tr>
<th>Posting Date: 01/27/2020</th>
<th>FLSA Status: Non-exempt</th>
<th>Pay Grade: 5</th>
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Submit Application and Resume to:  
https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=11571&clientkey=BCD12EE4C3D69B17A21445755CAF5F95

**FSS Mission Statement**

The mission of Family Support Services of North Florida is to be the leader in providing safety, stability, and quality of life for all children by working with the community to strengthen the family unit.

**Organizational Expectations**

**Commitment** – As the lead Child Welfare Agency in North Florida FSS prides itself on our employees’ commitment to the agency and the children and families we serve. This is demonstrated by being available at a moments notice to assist clients regardless of the time of day. This is also demonstrated by employees’ commitment to maintain consistent attendance and punctuality.

**Career Development** – FSS is committed to being a learning organization that supports employees in their pursuit of professional growth and career development. Therefore employees are highly encouraged to explore and broaden their knowledge and skill sets to achieve their career goals.

**Professionalism** – Employees are expected to demonstrate professionalism in their appearance and demeanor when representing FSS at internal and external meetings, trainings, and events.

**Teamwork** – Putting the interests of FSS clients first is critical to the success of the organization. This requires all employees maintain consistent and timely communication, provide support to co-workers and colleagues and demonstrate the principles of teamwork.

**Responsible Citizenship** – In keeping with our mission and values employees are encouraged to volunteer 15 hours per year to assist with FSS and FSS-sponsored events.

**Customer Service** – As employees of the Lead Child Welfare Agency in North Florida FSS employees will demonstrate their commitment to providing our clients (internal/external) with consistent, meaningful and exceptional service.

**Position Summary:**

The Behavioral Health Care Coordinator acts as the liaison between Family Support Services and Community Based Care Integrated Health (CBCIH) to ensure contract compliance to facilitate in the provision of medical and mental health services for children within the system of care.

**Minimum Qualifications:**

**Education**  
Bachelor’s Degree from an accredited college or university required.

**Experience**  
One year in child welfare required.

**Minimum Qualifications**  
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Ability to:*
  - Read and interpret documents such as contracts, manuals, journals, and financial reports.
  - Communicate effectively with staff.
  - Write reports and correspondence.
  - Speak effectively before small and large groups.
  - Calculate figures, amounts, and percentages.
  - Solve problems and deal with a variety of variables with a minimum of direction.
\[\text{Interpret a variety of instructions furnished in written or oral form.}\\\text{Utilize Microsoft Office programs, such as Excel, Word, etc.}\\\text{Knowledge of:}\\\text{Florida statute relative to child welfare.}\\\text{Medicaid handbook}\\\text{Community Based Care Integrated Health Policy and Procedures}\\\text{Licensed Mental Health Clinician preferred.}\\\text{Clear a Level II background screening.}\\\text{Clear a reference check (professional and personal).}\\\text{Clear a local background check from the County in which you reside.}\\\text{Clear a substance abuse screen.}\\\text{Provide a copy of all degrees prior to your first day of employment.}\\\text{Clear a Motor Vehicles Records check.}\\\text{Provide proof of, and maintain a minimum personal auto liability insurance level $100,000/$300,000.}\\\text{Clear an E-Verify check to substantiate that the successful candidate meets the Department of Homeland Security authorization requirements to work in the United States (for more information visit www.dhs.gov/e-verify).}\\\text{Serve as a consultant to case managers in making timely, appropriate and effective referrals to medical and/or mental health services in the community to meet quality standards on a consistent basis. Provide input and observations to Child Welfare Prepaid Mental Health Partnership regarding mental health provider’s performance. Manage the process of referring children for suitability assessments and tracking results, 90-day reviews, SIPP and admit/discharge dates.}\\\text{Interact with Magellan, Sunshine, and Partnership for Children’s Health and provide customer service to providers. Coordinate services with other professional and paraprofessionals. Monitor delivery of services to children in the Medicaid authorization system.}\\\text{Review and make authorization determination on requests for medical and/or mental health services. Monitor compliance with CBCIH contract and participate in quarterly audits. Serve as the behavioral health care coordinator for CBCIH}\\\text{Serve as the point of contact for SEDNET as needed.}\\\text{Participate in the utilization review process of high-end children.}\\\text{Collect and maintain all clinical records on children in therapeutic level of care}\\\text{Obtain status updates, via phone calls, site visits and staffing on children placed in high-end placements.}\\\text{Provide monthly reports to FSS management staff.}\\\text{Attend court hearings.}\\\text{Perform other duties.}\\\text{Supervisory/Decision Making Authority}\\\text{This position does not require the customary supervision and management of 2 or more full-time employees.}\\\text{Two examples of the most common decisions made independently by this position on a regular basis}\\\]
without following prescribed procedures are as follows:

1. Determining whether to continue to fund children in placement when Medicaid/Magellan/Sunshine stops funding.
2. Determine which agency to refer a foster child to for therapeutic services.

### Contribution and Impact

This position is responsible for ensuring all client needs are fully assessed and the appropriate programs are targeted to address medical and/or mental health needs.

### Strategic Value

Medical and/or Mental Health needs are addressed so reunification and/or permanency can be obtained.

### PHYSICAL REQUIREMENTS: (R=Required P=Preferred)

- Sitting  R  
- Standing  R  
- Walking  P  
- Lifting  P  
- Carrying  P  
- Kneeling  P  
- Pushing/Pulling  P  
- Bending/Stooping  P  
- Climbing  P  
- Reaching  P  
- Crawling/Crouching  P  
- Grasping  P  
- Turning  P  
- Repetitive Motions  P  
- Color Recognition  P  
- Depth Perception  P  
- Reading  R  
- Hearing  R  

### HAZARDS: (X=Potential Exposure)

- Proximity to moving mechanical parts  
- Electrical current  X  
- Toxic or caustic chemicals  
- Radiation  
- Biohazards (airborne or contact)  
- Housekeeping and/or cleaning agents  X  
- Flammable, explosive gases  
- Human-borne pathogens  X  
- Other:  

### SKILL REQUIREMENTS: (R=Required P=Preferred)

- Drive motor vehicle  R  
- Prepare food  
- Typing/Keyboard  R  
- Word processing software  R  
- Data base software  R  
- Spreadsheet software  R  
- Other software  R  
- Calculator  R  
- Operate office machines  R  
- (Fax, Copier)  
- Verbal communication (including telephone)  R  
- Written communication (including composition)  R  
- Public speaking/group presentations  R  
- Team-oriented and collaborative interpersonal relationships  R  
- Respectful client relationships  R  
- Client assessment and evaluation  R  
- Retrieve and compile information  R  
- Verify data  R  
- Maintain records  R  
- Organize and prioritize information  R  
- Analyze and interpret information  R  
- Investigate, evaluate and recommend action  R  
- Basic mathematical concepts (add, subtract, multiply, divide)  R  
- Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)  R  
- Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)  R  
- Reasoning and logic  R  
- Sensitivity to service population’s cultural and socioeconomic characteristics  R  

FSSNF provides equal employment and advancement opportunity for all individuals without discrimination because of race, creed, color, gender, religion, age, national origin, disability, military status, marital status, or the other protected categories as defined by the EEOC and takes affirmative action in the implementation of this policy. If an accommodation is needed in order to participate in the application process, please contact the appropriate servicing human resources office.