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FLSA: Covered
EEO: 2

BEHAVIORAL HEALTH SERVICES COORDINATOR

DEFINITION

Under general supervision, to plan, develop and implement case plans; to work with Substance Abuse Counselors in providing prevention strategies such as community–based processes, problem identification and referral, education, information dissemination, and casework activities; to provide direct services to clients referred for “barriers to employment” testing; develop and implement programs; and to do related work in Probation and Social Services as required.

DISTINGUISHING CHARACTERISTICS

This is a special program coordinator classification for the position assigned to planning and implementing the Family Urgent Response System plan, including the assessment and treatment referral of clients who have mental health and substance abuse issues. The incumbent has responsibility for the development, coordination and conduct of the program, including community group and individual interaction, as well as providing supervision, lead direction and work coordination for other staff.

REPORTS TO

Chief of Probation; Division Director of Juvenile and Program Services

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, develops, implements and evaluates an assessment program for clients with mental health and/or substance abuse issues; interviews clients referred for testing and administers the county approved risk/needs assessment; uses clinical judgment and collaborates with multiple agencies for appropriate treatment with contracted providers; provides case management for each client ,cooperates with professionals from other disciplines in the development of the team and collaborative diagnoses and treatment programs; arranges for case conferencing and takes a lead role in resolving issues; arranges for training for staff and contracted agency personnel; participates in monthly staff and unit meetings; develops and provides client statistics to other agencies and organizations; devises treatment plans to assist clients with becoming self sufficient; diagnoses mental health and substance abuse issues/barriers; (if licensed or working on hours for license) provides individual, and group therapy for clients; gathers, evaluates, and complete reports; provides lead direction and work coordination for assigned staff; participates in the selection of new staff; participates in the development, monitoring, and coordination of program goals; maintains records, and prepares reports for State and local agencies.

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 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

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TYPICAL WORKING CONDITIONS

Work is performed in an office, clinic, home, school, or community environment, continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Psychological and social aspects and characteristics of substance abuse.

Biological, behavioral and environmental aspects of emotional disturbances, mental disabilities and substance abuse.

Drugs and drug abuse patterns, alcoholism, and the physiological effects of drug abuse and alcoholism.

Methods, practices and procedures of mental health programs.

The scope and activities of public, private health, welfare agencies, criminal justice and other available community resources.

Requirements and needs of persons with serious substance abuse problems.

State and local laws, policies, and procedures governing the administration of alcohol and

drug prevention and treatment programs, especially those pertaining to an individual's legal rights.

Principles of lead direction and work coordination.

Ability to:

Perform social work and psychotherapy for clients (if licensed or working towards licensure)

Provide work coordination for staff in multidisciplinary team meeting.

Assess substance abuse/mental health problems and develop services to meet client problems, working and consulting with clients and other professional staff.

Communicate effectively with people from diverse ethnic and socioeconomic backgrounds.

Develop and maintain cooperative, constructive relationships with families of clients, members of other professional disciplines, social agencies and other staff.

Develop clear and comprehensive case records and documentations.

Prepare treatment plans, client treatment recommendations, and a variety of reports.

Organize and manage a caseload.

Conceptualize and prioritize the problems of mentally disordered person, determining their needs, services and appropriate treatment methods.

Handle stress and unstable client behavior.

Integrate a variety of clinical approaches into a unified treatment plan.

Explain complex and technical terminology and concepts in an understandable and non-threatening manner.

Establish and maintain a variety of personal and administrative records, clinical documentation, and related materials.

Effectively represent the Substance Abuse Program in contacts with clients, the public, community organizations, other County staff, and other government organizations.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Ability to manage crisis and parent coaching.

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DESIRABLE QUALIFICATIONS (continued)

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Four (4) years of experience working in either mental health/substance abuse, social services, probation in a public or certified private welfare or health agency.

Preferred Requirements:

Possession of a valid California license as a Clinical Social Worker, Marriage, Family and Child Counselor or Clinical Psychologist.

Possession of an undergraduate degree in related field.

Possession of, or ability to obtain, an appropriate valid California Driver's License.