

SPECIAL SERVICE FOR GROUPS

JOB ANNOUNCEMENT

Title: Housing for Health Program Coordinator **Division:** Occupational Therapy Training Program

FLSA: TBD **Supervisor:** Clinical Manager

Pay Range or Rate: DOE **Posted:** 10/21/24

▪ **Summary**

Under the direction of the Program Manager, the Housing for Health Program Coordinator will perform key administrative duties specific to the Housing for Health Contract and program. Ultimately the Housing for Health Coordinator will engage in multiple and various tasks encompassing the core areas of quality assurance, contracts administration and direct service for this program. Coordinator may maintain a small caseload of clients on top of coordination duties. Services are provided at the Hope on Crenshaw office.

▪ **Essential Functions**

- Maintain tracking systems for Housing for Health programs.
- Coordinate the referral process of client/family participants, determine and confirm eligibility for additional services and/or DMH mental health services
- Engage in outreach and engagement to potential clients.
- Implement system(s) to ensure the accurate and timely submission of all required documentation from treatment staff.
- Implement system(s) to ensure the accurate and timely submission of all outcome data from treatment staff.
- Assist Intensive Services Management with the Quality Improvement of documentation including the quality assurance of the Safety Crisis Tracking.
- Interface closely with the Administrative teams and Program manager as needed to ensure quality assurance of program
- Provide trainings to the treatment staff in areas specific to the housing for health program and data entry systems.
- Track and monitor completion of required trainings of ICSM staff.
- Work closely with Intensive Services Management to monitor department outcomes.
- Interface with all respective navigators for FSP, IFCCS, and Wraparound programs and liaisons.
- Network and establish professional relationships with staff, other providers, and the community, for the purpose of facilitating optimal mental health service provision for FSP, IFCCS, and Wraparound clients.
- Attend on-site/virtual meetings with property management to assist with client support and linkage.
- Assist in overseeing the Quality Assurance of staff's EXYM/CHAMP documentation and will be responsible for performing quality improvement tasks specific to the OTTP Division's mental health services projects, specifically the auditing of client charts, providing recommendations, and meeting with staff directly in order to ensure the timely follow-through and completion of quality improvement tasks.

Qualifications-Knowledge, Skills and Abilities Required

- Master level degree in a human service profession **or** bachelor level degree in related field with 4 years of experience.
- License or registration in respective profession, if applicable.
- Demonstrated ability to work with adult population
- Ability to work collaboratively with ICSM staff and to help facilitate linkages to outside resources.
- Excellent communication and negotiation skills.
- Excellent documentation skills.
- Valid CA driver's license, DMV check, proof of current car insurance and reliable vehicle required.
- Demonstrate and maintain core competencies as per discipline.
- Demonstrate computer skills, including Excel, Microsoft Word, and Power Point.
- Excellent interpersonal skills and ability to work with diverse staff.
- Experience working with culturally diverse populations.
- Ability to function as a member of an interdisciplinary team.
- Verification of employment eligibility.
- Ability to perform duties on some weekday evenings and weekend days when required.
- FTE 40 hours/week.
- TB clearance required.
- CPR and First Aid Certification required.
- Daily attendance required.

Supervisory Responsibilities

- No supervisory responsibilities.

Environmental Conditions (Working Conditions)

The environment for this position is an office environment as well as working within at-risk areas including home and community services. Driving is required when in the field, own transportation is required with proof of insurance and valid California drivers license

Physical Requirements

In the course of performing this job, there will be driving, walking and sitting required.

Mental Requirements

The incumbent in this position must be able to accommodate to all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; think conceptualize and handle stress. On-call 24 hours/day 7 days/week for crisis calls.

Contact Information:

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Please submit resume and cover letter via e-mail or fax to Gina Stephenson. Please submit all resume's by:

11/1/24

Posted: 10/21/24; End Date: 11/1/24

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