

SPECIAL SERVICE FOR GROUPS

JOB ANNOUNCEMENT

Title: Intensive Services Coordinator	Division: Occupational Therapy Training Program
FLSA: TBD	Supervisor: Clinical Manager
Pay Range or Rate: DOE	Posted: 10/18/24

- **Summary**

Under the direction of the Clinical Manager and the Intensive Services Manager, the Intensive Services Coordinator will perform key administrative duties specific to the Full Service Partnership, IFCCS, and Wraparound programs. Ultimately the Intensive Services Coordinator will engage in multiple and various tasks encompassing the core areas of quality assurance, contracts administration and direct service. Coordinator may maintain a small caseload of clients on top of coordination duties.

- **Essential Functions**

- Maintain tracking systems for FSP, IFCCS and Wraparound programs.
- Coordinate the referral process of client/family participants, determine and confirm eligibility for FSP, IFCCS, and Wraparound.
- Engage in outreach and engagement to potential FSP, IFCCS, and Wraparound clients, their families, as well as referring agencies.
- 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.
- Assist Intensive Services Management with the daily operations of FSP, IFCCS and Wraparound Programs.
- Interface closely with the Administrative Data Analyst III and MIS Team regarding the outcome data entry tasks specific to FSP, IFCCS, and Wraparound.
- Provide trainings to the treatment staff in areas specific to the FSP, IFCCS, and Wraparound programs, including but not limited to the following: outreach & engagement strategies, the completion of outcome measures, completing community outreach service notes for services provided during outreach and engagement.
- Track and monitor completion of required Integrated Core Practice Model trainings for all intensive service 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 off-site/virtual FSP, IFCCS, and Wraparound meetings as a representative of SSG/OTTP as needed.
- Facilitate monthly Child and Family Team Meetings for clients in the FSP, IFCCS, and Wraparound program.
- Monitor, track and review essential Community and Service Support (CSS) requests.
- Participate in 24/7 on-call crisis support on a rotating basis.
- Provide regular updates to Intensive Services Management regarding FSP, IFCCS, and Wraparound programs.
- Attend training seminars to facilitate professional development in self and respective staff.
- Perform other general administrative, direct service, and/or programs functions as directed by Intensive Services Management.

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 SED and SPMI clients within Intensive Services Programs (FSP, IFCCS, Wraparound).
- 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, schools, 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:

Gina Stephenson
Clinical Manager
OTTP - LA
879 W. 190th St., Suite 305
Gardena, CA 90248
(310) 436-8287 – fax
(310) 323-6887 ext 295
gstephenson@ottp.org

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

11/1/24

Posted: 10/19/24; End Date: 11/1/24

Special Service for Groups is an Equal Opportunity/Affirmative Action Employer