JOB ANNOUNCEMENT

SERVICE COORDINATOR

Job Posting Date: April 26, 2018

Division Allegheny Children’s Initiative
Department Service Coordination
Status Full Time
Hours / Schedule Flexible to meet the needs of the caseload
Position Reports To Director of Service Coordination
Primary Work Location Pittsburgh (South Side), PA
Travel Yes; within Allegheny County
Start Date May 2018

OVERVIEW
Provides direct mental health Service Coordination services to a caseload of no more than 30 children / adolescents with a serious mental / behavioral health disorder. Services may extend to their families. Provides service in the community where the consumer resides to gain access to needed resources such a mental health treatment, educational, social, medical, etc.

RESPONSIBILITIES

- Assess family needs and refer child / family to appropriate services, treatment providers or community resources
- Participate in a leadership role as part of the child’s treatment team to coordinate services
- Assist consumer and the family in accessing and learning to use resources and services
- Support the family in obtaining and maintaining basic living needs
- Educate the family around mental health issues and available services. Support and empower the family.
- Advocate that consumer / family needs are being met in a timely and coordinated way, monitor the quality of outside services to the family and assess consumer and family satisfaction with services
- Maintain face-to-face contact with consumers and / or families as required
- Develop crisis safety plans with consumer and family and educate them around emergency mobile crisis services
- Participate in treatment / discharge planning for those who are hospitalized or involved in treatment services
- Ensure consumer attends the first follow up appointment following transition from one level of care to another
- Facilitate interagency team meetings to review child/family needs with other members of the team
- Fulfill SPA competencies and expectations
- Documentation for all departmental, company and county requirements
- Liaison with the various parties involved with providing services to the child and family

QUALIFICATIONS

1. Master's degree in sociology, social welfare, psychology, gerontology, anthropology, other related social sciences, criminal justice, theology, nursing, counseling or education AND 6 months of experience in a CASSP or mental health setting preferably with consumers under the age of 18 OR Bachelor’s degree with major course work in sociology, social welfare, psychology, gerontology, anthropology, other related social sciences, criminal justice, theology, nursing, counseling or education AND One year of experience in a CASSP or mental health setting preferably with consumers under the age of 18
2. One year of service coordination experience preferred
3. Excellent communication and computer skills
4. Valid Driver's license
5. Use of personal vehicle required
6. Act 33 / 34 and FBI clearances required

TO APPLY
Submit online application at PFQ.org OR email resume with wage requirements to Careers@pfq.org