Position: Social Service Coordinator  
Supervisor: Director of Behavioral Health & Social Services

The Social Services Coordinator organizes the daily workflow of the social workers, community health workers and interns, when appropriate. Participates as a member of a multi-disciplinary team in helping to facilitate timely and appropriate services and in supporting high quality, cost effective, patient focused care. Shares responsibility for coordinating care across the continuum and for helping to facilitate appropriate patient referrals.

Responsibilities:

- Compile monthly reports of referrals, outreach activities and other departmental data.
- Monitor and review referrals for Social Services Department and identify appropriate staff to support patient needs.
- Coordinates services in collaboration with medical staff as appropriate.
- Remain abreast of changes and advances in the field of Social Work, including legislation, grant opportunities and programming.
- Ensures consistent, quality social work services are being delivered throughout all PCHS sites, coordinating appropriate staffing and scheduling to provide appropriate levels of service required to meet the needs of patients, families, and staff.
- Provides social work expertise/consultation to medical staff, community members and others requesting such services.
- Maintains and reviews current policies and procedures related to Social Work and Social Services Department.
- Recommends and develops new policies and procedures as needed in collaboration with Director of Social Services, Compliance Director and CEO.
- Organizes staff development programs for social workers as well as non-social work staff both within and outside of the organization.
- Fosters positive relationships with other FQHC’s and community agencies. Functions as liaison between these agencies and the PCHS.
- Works with Director of Social Services to identify and eliminate service gaps and addressing Social Determinants of Health.
- Coordinates social work student activities in collaboration with Director and respective universities field staff.
- Other duties assigned as appropriate.

Qualifications/ Skills/ Education

- Master’s degree in social work or related field.
- 2+ years of social work experience.
• Strong written, organizational, critical thinking, computer skills and attention to details.
• Experience working with individuals diagnosed with complex medical and/or behavioral health disorders.
• Ability to demonstrate patience, empathy, and unbiased judgment towards individuals in distress.
• Excellent interpersonal skills to interact professionally with patients and community members.
• Experience with Microsoft Office (word, Power Point, Excel, Publisher)
• Must have reliable transportation.