Allegheny Children’s Initiative, a subsidiary of Partners For Quality Inc., is a non-profit organization that provides mental and behavioral health community-based services to children, adolescents and families throughout Allegheny County. Based in Pittsburgh’s South Side, we provide Intensive Behavioral Health Services, Service Coordination, Student Assistance, Parent-Child Interaction Therapy, and Family Based Mental Health programs. ACI has earned certification from the Council On Accreditation.

The Service Coordinator will be responsible for providing 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 as mental health treatment, educational, social, medical, etc. Duties include, but are not limited to:

- 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 Single Point of Accountability 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
SALARY
To be discussed

CASH INCENTIVES
Employees have the opportunity to earn additional money through various incentive programs:
• $1,000 Employee Referral (for successfully referring someone to employment)

BENEFITS
Full Time employees enjoy a comprehensive benefits package:
• Health, Dental and Vision Insurances (United Healthcare)
  o $1,200 cash payout option in lieu of Health Insurance coverage
• Healthcare Flexible Spending Account
• Dependent Care Flexible Spending Account
• 16 to 26 Paid Days Off / year
• 48 Paid Sick hours / Year
• 7 Paid Holidays
• Short Term Disability
• Life Insurance
• Supplemental Insurance (AFLAC)
• Optional 401(k) with Employer match

WORK PERKS
• Professional Licensure supervision
• Credit towards C.E.U.s
• Paid orientation and training
• Free parking
• Mileage reimbursement
• Company issued laptops and cell phones for work use
• Employee Activities, Rewards and Recognition Programs
• Comprehensive Employee Assistance Program
• Cell Phone discount (Verizon)

APPLY TO THIS POSITION
Interested applicants can choose to apply in any of the following ways:
✓ Complete an employment application online
✓ Email resumes: Careers@PFQ.org
✓ Fax resumes: 412-446-0749
✓ Drop off resumes or apply in person: Partners For Quality, 250 Clever Road, McKees Rocks, PA 15136
If you need any assistance or require an accommodation to apply please contact us at 412-446-0700.