



The Guidance Center of Westchester  
256 Washington Street  
Mount Vernon, NY 10553  
TheGuidanceCenter.org

# PLEASE POST AVAILABLE POSITION

**POSITION:** Program Coordinator / Clinician

**PROGRAM:** Home and Community Based Services (HCBS)

**HOURS:** Full-Time, 35 per week

## **JOB DESCRIPTION:**

Provide coordination as well as community-based clinical services for our Home and Community Based Services (HCBS) program which offers an array of recovery support services for eligible adults and children with mental health, emotional, and substance abuse disorders. These services are provided primarily in participants' homes or in community locations and are delivered by both licensed and unlicensed staff. Specific services for adults include habilitation, psychosocial rehabilitation, community psychiatric support and treatment, family support and training, peer support, education support, pre-vocational, and supported employment. Starting January 2019, the new State services for children under 21 years of age will be offered including family and child psychotherapy, crisis intervention, psycho-education, psychosocial rehabilitation, and vocational/employment services.

The Program Coordinator/ Clinician will manage referrals, intake, admissions, case assignments, staff recruiting and training, quality assurance, documentation, and clinical supervision of peer support specialists and other HCBS staff, and will ensure that all services are delivered in a manner consistent with recovery-oriented, person-centered, and trauma-informed best practices. Collaboration with Medicaid managed care companies and health home care management agencies will be an important part of the Coordinator's role.

The Program Coordinator/Practitioner will provide direct community psychiatric support and treatment (psychotherapy) in an off-site setting using evidence-based practices, as well as other HCBS services as required.

## **Specific Responsibilities:**

- Receive and process incoming referrals
- Outreach to and engage with prospective HCBS participants
- Conduct intake and assessments either on-site or in the community or individual's home.
- Prepare initial service plans and managed care authorizations
- Assign appropriate staff to cases for service delivery; train and supervise as required
- Monitor and ensure timeliness of documentation
- Follow up with managed care companies to ensure timely and correct processing of service requests and service billing entries
- Provide mobile clinical treatment to HCBS participants in home or community settings

- Promote the expansion of HCBS by conducting information sessions within the agency and in the community.
- Coordinate planning and implementation of Children and Family Support and Treatment services and children's HCBS to be available starting January 2019.

**Qualifications:**

- Must hold license and current registration from the New York State Education Department in one of the following: Psychologist, Marriage and Family Therapist (LMFT), Mental Health Counselor (LMHC), Nurse Practitioner in Psychiatry (NPP), Social Worker (LMSW, LCSW).
- Minimum 2 years' experience providing evidence-based clinical behavioral health services
- Knowledge of electronic health reporting preferred; solid computer skills required
- Excellent organizational and time management skills
- Bilingual helpful (English-Spanish)
- Driver's license and own vehicle preferred
- Flexible, resourceful, goal-oriented, problem-solver

**Email resume and cover letter to:**

Rita Liegner, LMHC

Deputy Executive Director for Rehabilitative Services:

[rliegner@theguidancecenter.org](mailto:rliegner@theguidancecenter.org) or Fax to: **914.664.8189**