



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

PLEASE POST VACANT POSITION

POSITION: Behavioral Health HCBS Assessment Specialist

PROGRAM: Care Management

HOURS: 35 hours/week

JOB DESCRIPTION:

The Guidance Center of Westchester provides care management services to adults with serious mental illness and behavioral disorders. We seek an assessment specialist to conduct eligibility assessments and develop plans of care for adults enrolled in HARP Medicaid managed care who could benefit from Home and Community Based Services (HCBS) such as education and employment support, psychosocial rehabilitation, peer support, family support and training, habilitation, and community psychiatric support and treatment.

Specific responsibilities will include:

- Outreach to HARP members receiving care management services to provide information and guidance on the benefits of Home and Community Based Services
- Determine appropriate services and levels of service by conducting HCBS eligibility assessments both in the office and in the field using GSI electronic health system.
- Develop person-centered HCBS plans of care for eligible members consistent with members' goals, needs, strengths, and preferences; collaborate with members' health home care coordinators when appropriate.
- Submit completed HCBS assessments and plans of care to members' HARP managed care plans for approval. Follow up as necessary to ensure timely response.
- Enter and update accurate, complete documentation in timely manner to enrollment database
- Attend and complete all required trainings and staff development meetings

Qualifications:

Education

Master's degree preferred or a Bachelor's degree in one of the human services fields such as social work, psychology, sociology, social work, psychology, nursing, rehabilitation, education, occupational therapy, physical therapy, recreation or recreation therapy, counseling, community mental health, child and family studies, sociology, speech and hearing or other human services field.

AND

Experience

Two years of experience (one year with Master's degree) in providing direct services to people with Serious Mental Illness, developmental disabilities, or substance use disorders; or In linking individuals with Serious Mental Illness, developmental disabilities, or substance use disorders to a broad range of services essential to successful living in a community setting (e.g. medical, psychiatric, social, educational, legal, housing and financial services).

Must have proficient computer skills, excellent interpersonal and communication skills, ability to complete all required training and work activities accurately and within expected timeframes.

SALARY: Competitive; excellent benefits, free parking

Please include cover letter with resume.

Email: rriegner@theguidancecenter.org

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