



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

PLEASE POST AVAILABLE POSITION

POSITION: Bilingual Care Coordinator

PROGRAM: Adult Health Home 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, as well as to children with mental health conditions and complex trauma disorders, and their families.

Our growing program needs a bilingual (English-Spanish) care coordinator who will ensure that enrolled adults are connected to mental health, medical, substance abuse, and social services that will improve health outcomes and quality of life.

The care coordinator is responsible for the following:

- Enroll and maintain eligible adults in the Community Health Care Collaborative Health Home for comprehensive care management services.
- Develop a care plan that addresses the member's behavioral, medical, social, and vocational needs
- Find and collect all necessary medical records and other documents to inform and support care plan
- Connect members to needed community resources
- Complete HCBS assessments and plans of care for eligible HARP members
- Perform and document required number of contacts each month
- Complete required billing and progress report documentation
- Coordinate care with various healthcare providers
- Arrange and hold case conferences as needed
- Monitor changes in condition and functioning and modify care plan accordingly
- Ensure the prompt, consistent delivery of services by continual follow up, home visits, and field work to community providers
- Enter and update accurate, complete documentation in timely manner to enrollment database
- Attend and complete all required trainings and staff development meetings

Qualifications:

Bachelor's degree required in related discipline

Minimum 1 year post-degree experience in behavioral health, care management, social work, or related

Highly proficient computer skills

Excellent speaking, writing, time management, organizational abilities

Bilingual English-Spanish (speak, read, and write)

Knowledge of lower Westchester County health care and social services

Clean driver's license

SALARY: Competitive; excellent benefits, free parking

Please include cover letter with resume.

Email: cwebb@theguidancecenter.org

Fax: 914.664.8181