

JOB DESCRIPTION

Job Title: Mental Health Services Program Coordinator

Employer: The Puerto Rican Cultural Center (PRCC) is a non-profit organization founded in 1973 to serve the social and cultural needs of Chicago's underserved communities.

Program: Mental Health Services Program

Job Description: A Mental Health Coordinator provides clinical and administration supervision and direction to PRCC staff providing behavioral health services throughout the organization. In addition, will provide oversight of the in the Mental Health Community Services Program, which is funded by the Chicago Department of Mental Health. Also, may provide mental health care services to clients and mental health supervision/consultation to program/organization personnel.

Duties and Responsibilities:

- Responsible to plan, supervise, coordinate and manage the Mental Health Community Services (MHCS) program.
 - Responsible to assign specific duties and responsibilities and provide supervision to Linkage to Care and Retention Specialist and the Medical Case Manager for the program, in accordance with their job descriptions.
- Represent interests of the MHCS program with the organization's administrative staff under the direction of the Deputy Director of Programs and Services and to facilitate cooperation in the delivery of mental health services across other PRCC programs.
- Maintain the highest level of client confidentiality, in accordance with PRCC and funding source policy, and the standards of the American Psychological Association or National Association of Social Workers.
- Allocate staff resources in mental health services to ensure that client needs for clinical and linkage to care and retention services are met in a timely, professional manner.
- Regularly audit client case files to:
 - Ensure compliance with agency, program, and/or funding service delivery requirements;
 - Ensure the highest quality of documentation and data collection (will consult the PRCC Quality Assurance Coordinator for data collection requirements/improvements);
 - Monitor the development and implementation of client Individual Service Plans (ISPs)
 - Monitor the service delivery process for all clients.
- Report and grant writing/management.
- Perform other duties as assigned and/or needed.

Education/Certification:

- Master's Degree in social work, psychology, or relevant behavioral science field.
- Licensed to practice social work or mental health counseling in the State of Illinois.

Experience:

- Experience in the coordination and administration of mental health service delivery programs.
- Coursework and professional experience that indicates knowledge of mental health counseling, group and individual psychotherapy, diagnosis, and treatment of major mental disorders and/or psychological evaluation techniques.

Additional Desired Skills/Abilities:

- Bilingual in English and Spanish **preferred**.
- Provide the highest level of internal and external customer service.
- Experience working with diverse population.
- Ability to work both independently and with limited supervision.
- Ability to work well with others, as well as be able to provide both leadership and support to others in a team.
- Problem solving, crisis intervention, management, and time-management skills.
- Ability to communicate effectively and express ideas clearly both verbally and in writing.
- Proficiency in a variety of computer software applications including but not limited to Microsoft Office (i.e., Word, Excel, PowerPoint), Email, and Internet applications.

Physical Requirements:

- **Mobility**-Frequent operating of keyboard; frequent walking; occasional standing for long periods and stair climbing;
- **Visual Requirements**-Frequent overall vision and reading/close-up of print material and on a computer screen;
- **Dexterity**-Constant writing; frequent repetitive motion;
- **Hearing/Talking**-Constant hearing normal speech, hearing on the telephone, talking in person and talking on the telephone;
- **Emotional/Psychological Factors**-Constant public contact, decision making and concentration

Application Instructions: Interested candidates should submit their cover letter and resume to Dr. Carmen G. Pérez via email at carmenp@prcc-chgo.org.