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**JOB DESCRIPTION**

POSITION TITLE:Clinical Staffing Coordinator

FLSA Designation: Exempt

EEO Category: Professional

SOC: 21-1099

Last Review/Updated: 10/25/2021

**Job Summary:** This is a highly independent professional and clinically focused position which coordinates and facilitates multi-disciplinary staffings to determine a child’s therapeutic needs, including appropriate levels of care and funding options. This position is also responsible for managing various clinical processes including suitability assessments. This position is supervised by the Behavioral Health Coordinator/Clinical Supervisor.

*The position may involve acquiring, accessing, using, and safeguarding Protected Health Information according to applicable law and agency Policies and Procedures for Protected Health Information.*

**Mission:** To enhance the community’s ability to protect and nurture children by building, maintaining and constantly improving a network of family support services.

**Vision:** To be a recognized leader in protecting children and strengthening families through innovative evidenced-based practices and highly effective, engaged employees and community partners.

**Core Principles:** To provide a safe environment for all children. To respect the inherent dignity of all children. To individualize the service to meet the needs of children and families.

**Competencies:** Ability to be proactive, decisive and employ crisis intervention principles appropriately. Ability to perceive and communicate with sensitivity and without judgement while respecting each person’s potential. Commitment to using a strength-based, child-centered, family-focused practice with the ability to identify strengths and needs and engage the family in a strength-based assessment process.

**Core Functions:** *Provides clinical insight regarding children placed in high end placements to ensure needs are met accordingly.*

* Coordinate and facilitate Multi-Disciplinary Team staffings to ensure a child’s current treatment, level of care, and service needs meet medical necessity criteria. Participants can include: Family Care Counselor (FCC), Family Care Counselor Supervisor (FCCS), Guardian ad Litem (GAL), Children’s Legal Services (CLS), PSF placement staff, treatment providers, managed care representatives, parents, children, etc. Propose alternative plans of treatment when requests for services do not meet medical necessity criteria.
* Assist with management of clinical processes related to children placed in therapeutic levels of care, including but not limited to funding authorizations and suitability assessments.
* Provide telephone triage, crisis intervention and emergency authorizations and/or resources.
* Provide clinical consultation as needed in internal and community-based staffings.
* Identify clinical systemic gaps and population-specific needs.
* Display understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics, as well as gender identity/expression or sexual orientation.
* Mediate disagreements during MDT staffings to ensure effective communication between participating individuals by using conflict resolution and collaborative problem solving to ensure that the child and family remain the primary focus of each MDT staffing.
* Develop written reports for the courts.
* Establish and maintain cooperative working relationships with organizations and other agencies involved with child welfare

**Core Principles:** To make prevention of child abuse and neglect a community priority. To recognize that more can be done with communities and families as partners.

**Competencies:** Ability to network with, educate and involve community stakeholders. Identifies and understands what resources are available, and builds and maintains effective working relationships with a network of systems.

**Core Functions:** *Engages in networking and collaboration with community partners.*

* Coordinate and facilitate Clinical staffings and other clinical processes/meetings.
* Build community partnerships and participates in community events when indicated.
* Ensure compliance with agency operating procedures, plans, and governing principles in Florida Statutes and the Florida Administrative Code.
* Assist in implementation of system-wide clinical initiatives and/or new evidence-based practices.
* Comply with Community Based Care Integrated Health (CBCIH) contract to meet the needs of children on the Sunshine Health Child Welfare Specialty Plan through Medicaid.

**Core Principle:** To commit to accountability using outcomes to measure performance and improve practice.

**Competency:** Commitment to ensuring accountability and a results-based orientation.

**Core Functions:** *Uses tracking systems to ensure necessary measures are continually monitored and addresses concerns as needed.*

* Coordinate and assist with suitability assessments to ensure compliance within statute and policy.
* Ensure continuity of care for appropriate services delivered.
* Maintain up-to-date information on Medicaid and managed care plans.
* Maintain an organized tracking system to account for multidisciplinary staffings

This list of essential functions is not intended to be exhaustive. Partnership for Strong Families reserves the right to revise this job description as needed to comply with actual job requirements.

**Minimum Qualifications:**

REQUIRED:

* Master’s Degree in social work, counseling, or related field.
* A minimum of two (2) years’ experience in mental health and/or substance abuse health care.

1. Possession of a Valid Florida Driver’s License, maintain an acceptable driving record, and accessibility to reliable transportation.

PREFERRED:

* Experience working with the Child Welfare System in Florida.

**Knowledge, Skills, and Abilities**

1. Ability to work independently.
2. Ability to collect, evaluate, and analyze data to develop alternative recommendations, solve problems, document workflow and other activities relating to the improvement of operational and managerial practices.
3. Effective verbal and written communication skills.
4. Good organizational skills.
5. Proficiency using software programs such as MS Word, Excel, Outlook, and web-based software and electronic health records.
6. Knowledge of family safety and preservation, theories and practice of child protection, counseling, social work, investigations, and family assessments.
7. Ability to develop methods for monitoring and evaluating quality and effectiveness of service and compliance with rules, policies, and statutes.
8. Ability to establish and maintain effective working relationships with others.
9. Ability to conduct effective case staffings and other meetings.
10. Team facilitation and leadership skills with demonstrated ability to partner with collaterals and service providers.
11. Knowledge of utilization management procedures, mental health and substance abuse community resources and providers; knowledge and experience in inpatient setting; ability to function independently and as a team member; knowledge of DSM.

**Physical Requirements:**

Sitting 70%

Standing 10%

Mobility (moving between internal offices) 20%

Kneeling/Bending/Stooping 0%

Reaching, overhead 0%

Speaking  Yes   No

Hearing  Yes   No

Reading Comprehension  Yes   No

Ability to Lift and carry up to 25 pounds.

**Travel:**

Same Day Infrequent Occasional  Frequent

Overnight Infrequent Occasional  Frequent

Weekend and Nights Infrequent Occasional  Frequent

Infrequent (2 to 3 times year)

Occasional (2 to 3 times Month)

Frequent (2 to 3 times Week)

PFSF is an Equal Opportunity/Affirmative Action/ Drug Free Workplace and does not tolerate discrimination or violence in the workplace. Applicants requiring a reasonable accommodation as defined by the Americans with Disabilities Act, must notify the Human Resource Department at 1-352-244-1527. Notification to the Human Resource office must be made in advance to allow sufficient time to provide the accommodation.

**Drug Free Workplace:**

PSF maintains and enforces a Drug-Free Workplace program. New employees are required to be drug tested prior to employment. In appropriate circumstances, current employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the Employee Handbook and set forth in the Drug-Free Workplace Policy, both of which are available through the organization’s inter/intranet.

**Signature Block:**

By signing below, I agree and understand that I must satisfactorily perform each responsibility set forth to continue my employment with PSF.

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**Employee Name (Print) Supervisor’s Name (Print)**

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**Employee Signature Supervisor’s Signature**

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**Date Date**