



Clinical Coordinator

The Family Center envisions a future where all New Yorkers thrive in secure healthy communities. Our mission is to provide holistic care and support to individuals and families affected by life-altering events to create a path to healing, stability and a fulfilling future. Please visit our website at www.thefamilycenter.org for more information.

The Family Center's services include Outpatient Mental Health and Substance Use Treatment, Legal Services, as well as a wide range of supportive services to assist clients with meeting their treatment and life goals. The agency serves over 1,500 adults and children/youth annually. The Clinical Coordinator provides ongoing oversight and leadership for the Article 31 clinic program. The Clinical Coordinator will ensure the integration of mental health treatment services and works closely with the agency Directors to ensure every client has access to the resources they need to successfully achieve their goals. The Clinical Coordinator reports to the Deputy Executive Director of Behavioral Health and Support Services. S/he supervises a team of two clinical supervisors.

RESPONSIBILITIES:

- Supervise day-to-day operations of agency's integrated outpatient mental health clinic
- Hire and provide leadership, guidance, direction, and supervision to treatment providers to ensure accurate and timely completion of treatment plans and progress notes as well as service authorizations
- Ensure all services meet the highest quality and patient safety standards
- Monitor all treatment protocols and correct as needed to ensure all state and city oversight-agency compliance and certification requirements are met
- Provide leadership and supervision of treatment model implementation, ensuring all evidence based models are delivered with fidelity
- Ensure accurate and timely completion of all billing, documentation, treatment plans, progress notes and service authorizations
- Manage client census and patient retention
- Manage data collection for evaluation and research activities ensuring timeliness and accuracy, minimizing clients lost to follow-up
- Provide oversight for all SAMHSA funded programs
- Monitor professional development plans for all treatment professionals
- Supervise clinical interns that consist of Masters-level students that will provide treatment services for children, adolescents, young adults and adults with Mental Health and Substance Use disorders
- Collaborative therapeutic group development and implementation with support services coordinator
- Maximize effectiveness of Electronic Health Record to help staff meet service quality and efficiency targets, and ensure record security
- Provide coverage for after-hours telephone lines
- Provide leadership for treatment CQI process and projects
- Other duties as assigned

KNOWLEDGE AND SKILLS:

- Strong leadership, excellent organizational and communication skills
- Documented success leading collaborative efforts within and across agencies

- Understand Medicaid/Medicare and private insurance billing
- Knowledge of health policy, including health reform; industry standards in the provision of community mental health services; clinical trends and research
- Ability to work on a strong team of professionals in a culturally diverse environment
- Ability to multitask and to work and function under pressure

MINIMUM QUALIFICATIONS:

- Two or more years of experience supervising behavioral health programs preferably Article 31 clinics.
- Master’s degree in Social Work (MSW) from an accredited university and licensed/credentialed in New York State
- LCSW required
- In depth knowledge of NYC's diverse network of medical and behavioral health care organizations, including substance use disorders, treatment services, education and employment services, and non-traditional community support groups
- Available to work a flexible schedule as needed in response to participant and staff needs
- Strong leadership and effective management skills
- Knowledgeable about federal, state and local law and regulation governing substance abuse and mental health treatment programs
- Minimum two years of experience in an Integrated Care setting
- Two or more years of experience delivering at least one evidence based/informed model with fidelity

Location: This position is eligible for hybrid work. Our office is located at 493 Nostrand Avenue, Brooklyn, NY.

Starting Pay Range: \$90,000.000 - \$110,000.00 per year

Schedule: Full-time, exempt

Employee Benefits: The Family Center offers a highly competitive benefits package, which includes medical, dental and vision insurance, Long-Term Disability insurance, a 403(b) retirement plan, a pension plan, a Flexible Spending Account (FSA), Life Insurance, commuter benefits, a tuition reimbursement program, paid federal holidays, summer Fridays and other early leave days throughout the year, a generous vacation policy, and extensive professional training and development opportunities.

The Family Center is a registered 501(c)(3) nonprofit, and is an eligible employer for the Public Service Loan Forgiveness Program.

How to Apply

Please email a resume and cover letter indicating your salary requirements to jobs@thefamilycenter.org with the subject line “Clinical Coordinator.” Due to a high volume of applicants, the Family Center is only able to contact those candidates that are selected for further consideration.

Equal Opportunity

The Family Center is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.