



Healthy Branches Program 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 is seeking a **Full-Time Healthy Branches Program Coordinator** who will oversee The Family Center's Healthy Branches program, which offers integrated outpatient mental health and substance use services through its Certified Community Behavioral Health Clinic and Medication Assisted Treatment program. The Program Coordinator will also maintain their own caseload, providing evidence-based treatment to assist adult and youth clients in meeting their life goals. This role reports to the Deputy Executive Director for Behavioral Health and Support Services.

Primary Responsibilities

- Supervise the Healthy Branches team, which includes Care Managers, CASACs & Peer Specialists
- Supervise the day-to-day operations of the Healthy Branches program
- Maintain contracted levels of service and ensure the clinic's ability to meet enrollment and retention targets
- Develop and implement outreach strategies to ensure the clinic is meeting enrollment and retention targets
- Build and maintain external partnerships and work collaboratively with other providers to ensure seamless integration of services, particularly for those with acute and complex needs
- Ensure all services meet highest quality and patient safety standards and trauma informed best practice criteria
- Provide reflective supervision to all staff on a weekly basis, and facilitate group supervision/case conferencing
- Ensure accurate and timely completion of all billing, documentation, treatment plans, progress notes and service authorizations
- Ensure all care implemented by team is fully integrated with care provided by other agency programs and services of collaborating agencies and facilities
- Review cases with staff to ensure accurate assessment of client needs and appropriateness of intervention plan; ensure all state and city oversight-agency compliance and certification requirements are met
- Monitor program performance data, and design and implement quality improvement efforts to address performance gaps
- Ensure timely collection and submission of data required by funders and regulatory oversight agencies
- Maximize effectiveness of Electronic Health Record to help staff meet service quality and efficiency targets, and ensure record security
- Provide evidence-based therapeutic interventions for adults and children

- Other duties as assigned

Required Qualifications:

- Advanced CASAC and Master CASAC preferred (certified by the State of New York)
- Minimum 5 years of experience in SUD/COD treatment setting
- Management experience in a clinical setting, including team leadership/supervision
- Excellent leadership, organizational and communication skills
- A track record of meeting compliance standards
- Ability to multitask and to work and function under pressure

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

Starting Pay Range: \$80,000.000-\$90,000.00 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 "Program 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.