

POSITION TITLE: Psychiatric Services Coordinator

PRIMARY SUPERVISOR: Director of Outpatient Services

DEPARTMENT: Outpatient

SUPERVISES: N/A

STATUS: Non-Exempt

SALARY RANGE: Beginning salary will be commensurate with education and experience, and based on appropriate industry standards.

POSITION DESCRIPTION: The Psychiatric Services Coordinator is responsible for the implementation of medication care plans and integration of service providers for clients. This person coordinates services between a multidisciplinary team to ensure necessary psychiatric services are delivered in adherence with the treatment plan, state licensing guidelines, court orders, professional medical and mental health standards and agency policies and rules, such as home care and psychiatrist's orders. Services may be office-based, via telehealth or in the field as needed and as appropriate for clients receiving support services. Additional support may include, but is not limited to, the following: screening/triaging initial referrals, initial mental health assessment, assisting psychiatrists with scheduling appointments, acting as a liaison between pharmacies, psychiatrist and clients, case management assessment, creating targeted goals/objectives, providing medication education services, providing referrals, reporting patients' progress and needs, making recommendations to the clinical team, and coordinating linkage to resources. This position may hold a small caseload of mental health clients and/or supervisor para-professional staff.

REQUIREMENTS & QUALIFICATIONS:

- MA/MS in child development, social science, or related field required OR Vocational Nursing license
- Minimum 1 years prior experience with DMH documentation preferred
- Bilingual (Spanish/English) required
- Valid California driver's license and state required registration and insurance
- CPR & First Aid Certified
- Strong time management and organizational skills
- Self-directed, efficient and effective in problem solving and managing multiple demands and objectives
- Excellent assessment, triage, and crisis management skills
- Experience with EHRs
- Basic computer skills, Microsoft Office, Word, Excel, Power point, Outlook and Internet

ESSENTIAL DUTIES & RESPONSIBILITIES:

All of the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure adherence to core operating values and the strategic direction of the agency.

1. Respond promptly to initial referrals; conduct screenings/triage, track/log and manage medication client status
2. Create and manage skeleton physical charts for psychiatrist, track documentation timelines, prep all agency and court documentation regarding medication authorization for psychiatry appointments; complete and submit to appropriate entities
3. Schedule psychiatrists' appointments and follow-ups, maintain appointment calendar, coordinate reminder calls, enter/scan/upload appropriate information into EHRS; email weekly appointment schedule to therapists/supervisors; track no-shows/cancellations
4. Assist psychiatrist in the medication appointment session
5. Liaison between psychiatrist, pharmacy, court, primary care, agency programs, etc. by facilitating optimal communication between all parties; obtain/complete documentation
6. Consult with team members and take necessary steps to address mental health, social, emotional, and medication needs of client by bridging communication between team members, psychiatrist, client, and family involved in treatment
7. Complete lab request forms as needed in a timely manner
8. As needed and appropriate, provide biopsychosocial assessment, individual, family, and group therapy using evidence-based psychotherapy interventions
9. Input documentation into EHRS with a quality of documentation that meets or exceeds The Village Family Services, county, state and federal standards
10. Coordinate activities with intra-and inter-agencies (DCFS, DMH, schools, and other community providers as needed) to provide enhanced mental health services for clients
11. Collaborate with the agency's treatment team to support coordination and continuum of integrated care between all professional and community agencies
12. Provide linkage to resources and advocate on client's behalf for services to stabilize and promote improved functioning
13. Attend case conference/case planning meetings as required or necessary to ensure coordination of care.
14. Participate in the development, implementation, and actively offer information to formulate treatment goals and service plans with client and caregiver(s)
15. Attend staff development and general staff meetings
16. Assist with Medi-Cal eligibility checks and follow up as needed

17. Conduct all functions in accordance with Agency guidelines, policies and procedures
18. Comply with applicable professional licensing or certification requirements and ethics
19. Perform other duties and responsibilities as assigned
20. Arrange work schedule or required hours to the benefit of the program
21. Perform other duties necessary or in the best interest of the agency as assigned

Confidentiality and Privacy

Adheres to all legal parameters for ensuring and maintaining clients' confidentiality including HIPAA, State and Federal laws.

Knowledge, Skills and Abilities

Analytical Ability	Teamwork	Problem solving	Quality Management
Technical Skills	Interpersonal Skills	Excellent oral & written communication	Delegation
Business Acumen	Professional Demeanor	Strong Ethics & Judgment	Motivational skills
Must be adaptable	Excellent Attendance & Punctuality	Dependable	Takes initiative
Time Management	Leadership	Flexibility	Enthusiasm
Appreciation of Diversity	Organizational skills	Detail oriented	Professional Appearance and demeanor

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas.

The Village Family Services (The Village/TVFS) is an internationally accredited, leading bilingual family wellness organization that provides culturally sensitive, trauma-informed mental health, homeless and foster care services to thousands of Los Angeles County's most vulnerable and underserved children, youth, and their families. We specialize in helping LGBTQ and transition age youth who are in crisis and are recognized for our community response for ending youth homelessness.

To apply, please email resume along with cover letter to hr@thevillagefs.org with subject line *Psychiatric Services Coordinator*.