

## Mental Health Association in Orange County, Inc.



### Home and Community Based Services (HCBS) Program Coordinator- Temporary Job Posting

- I. Title:** HCBS Program Coordinator
- II. Reports to:** Home and Community Based Services (HCBS) Manager
- III. Job Objectives:**
- Develop infrastructure directly related to the provision of HCBS as well as outreach and engagement necessary to perform the assessments, plan of care and length of service determinations required for clients to receive HCBS.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and **WELCOME Orange**.
- IV. Qualifications:**
- Education:**
- A Bachelor's degree or higher in the human services field with two (2) years of experience.
- Experience:**
- Effective written and oral communication skills.
  - Program marketing experience preferred.
  - Experience with HCBS preferred.
  - Knowledge of Medicaid procedures preferred.
  - Experience with Electronic Health Record Program(s) required.
  - Experience working with Excel and Microsoft Word preferred.
  - Ability to work independently with minimal direct supervision.
  - Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
  - Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
  - Valid Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
  - Bilingual Spanish/English preferred.
  - Must be clear and maintain an acceptable record under the Office of Mental Health (OMH) mandated criminal background check process.

***Responsibilities:***

- Work with Health and Recovery Plan (HARP) members to identify recovery goals and the HCBS Service that will help the member achieve their goals.
- Develop and foster working relationships with participating Managed Care Organizations to establish referral and approval process.
- Provide education to HARP (Health and Recovery Plan) members about the benefits of HCBS services
- Participate in the development of the Plan of Care to ensure that the participant is achieving their goals.
- Request a Level of Service Determination (LOSD) from the Managed Care Organization.
- Ensure eligibility for HCBS services.
- Provide ongoing coordination of Behavioral Health HCBS services.
- Attend trainings and meetings relevant to HCBS services.
- Ensure program visibility thorough marketing program services.
- Submit monthly documentation to agency and funding sources.
- Maintain all client files according to program policies and procedures.
- Establish and maintain linkage with appropriate community agencies and service providers.

• ***Other Duties:***

- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

• ***Terms of employment/benefits:***

- Non-Exempt.
- Forty (40) hours per week.
- Temporary position with funding through 12/31/2020 (subject to change).
- Not eligible to apply for internal MHA positions until timeline of contract is completed.
- This is not a benefits eligible position.
- Paid holidays and sick leave according to MHA policy.

**Please send letter of intent and resume to:**

**Kelly Czvik**

**Mental Health Association in Orange Co. Inc.**

**73 James P. Kelly Way**

**Middletown, NY 10940**

**or fax to (845) 343-9665**

**or email to [kczvik@mhaorangenyc.com](mailto:kczvik@mhaorangenyc.com)**

