

JOB DESCRIPTION

Job Title: Mental Health Community Services Program Coordinator

Employer: The Puerto Rican Cultural Center (PRCC) is a non-profit organization founded in 1973 to serve the social and cultural needs of Chicago's underserved communities.

Program: Mental Health Community Services Program: Retention and Engagement Services for Vulnerable Populations

Job Description: A Mental Health Coordinator provides clinical and administration supervision and direction to mental health staff in the PRCC Mental Health Community Services Program, which is funded by the Chicago Department of Mental Health. In addition, will provide oversight of mental health support services across other programs in the organization. Also, may provide mental health care services to clients and mental health supervision/consultation to program/organization personnel.

Duties and Responsibilities:

- Responsible to plan, supervise, coordinate and manage the Mental Health Community Services (MHCS) program provided by PRCC mental health staff.
- Responsible to assign specific duties and responsibilities and provide supervision to Linkage to Care and Retention Specialist and the Medical Case Manager for the program, in accordance with their job descriptions.
- Represent interests of the MHCS program with the organization's administrative staff under the direction of [to whom will this person be reporting?] and to facilitate cooperation in the delivery of mental health services across other PRCC programs.
- Maintain the highest level of client confidentiality, in accordance with PRCC and funding source policy, and the standards of the American Psychological Association or National Association of Social Workers.
- Allocate staff resources in mental health services to ensure that client needs for clinical and linkage to care and retention services are met in a timely, professional manner.
- Regularly audit client case files to:
 - Ensure compliance with agency, program, and/or funding service delivery requirements;
 - Ensure the highest quality of documentation and data collection (will consult the PRCC Quality Assurance Coordinator for data collection requirements/improvements);
 - Monitor the development and implementation of client Individual Service Plans (ISPs)
 - Monitor the service delivery process for all clients.
- Perform other duties as assigned and/or needed.

Education/Certification:

- Master's Degree in social work, psychology, or relevant behavioral science field.
- Licensed to practice social work or mental health counseling in the State of Illinois.

Experience:

- Experience in the coordination and administration of mental health service delivery programs.
- Coursework and professional experience that indicates knowledge of mental health counseling, group and individual psychotherapy, diagnosis, and treatment of major mental disorders and/or psychological evaluation techniques.

Additional Desired Skills/Abilities:

- Bilingual in English and Spanish preferred.
- Knowledge of and experience with ARTAS (Anti-Retroviral Treatment and Access Service).
- Provide the highest level of internal and external customer service.
- Experience working with diverse population.
- Ability to work both independently and with limited supervision.
- Ability to work well with others, as well as be able to provide both leadership and support to others in a team.
- Problem solving, crisis intervention, management, and time-management skills.
- Ability to communicate effectively and express ideas clearly both verbally and in writing.
- Proficiency in a variety of computer software applications including but not limited to Microsoft Office (i.e., Word, Excel, PowerPoint), Email, and Internet applications.

Application Instructions: Interested candidates should submit their cover letter and resume to Dr. Carmen G. Pérez via email at carmenp@prcc-chgo.org.