

# **COMMUNITY LIFE** **INTERNAL JOB POSTING**

**JOB TITLE:** Behavioral Health Coordinator – #2593

**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** Supportive Care

**LOCATION:** Forest Hills with travel to all locations

**SCHEDULE:** 7:30 AM – 4:00 PM (flexibility as needs demand)

## **Summary of Job Duties:**

The Behavioral Health Coordinator (BHC) is responsible for coordinating behavioral health supports and resources across all sites. The BHC must demonstrate the knowledge and skills necessary to perform initial assessments, develop behavioral health care plans with IDT, and provide behavioral health counseling and small groups to our frail elders according to assigned responsibilities and CL standards.

**Required Education & Experience:** Master's degree in psychology, counseling or related field; 2-4 years working in a behavioral health setting and at least 2 years providing services to a frail or elderly and/or mentally and physically handicapped population preferably in a health care setting or an equivalent combination of education and experience.

**Required Certifications/Licensure:** Valid PA Driver's License

## **Required Knowledge, Skills and/or Abilities:**

- Ability to work independently as well as to work cooperatively with others and to communicate effectively.
- Ability to accept and utilize supervision to maintain high standards of quality.
- Ability to work effectively as a team member with staff, participants, providers and referral sources.
- Proficiency in MS Office applications.
- Effective written and oral communication skills.
- Strong organizational and planning skills; ability to manage multiple priorities.
- Ability to use appropriate interpersonal styles and methods to reduce tension or conflict between two or more people.