



Job Posting: Intensive Care Coordination Specialist

Location: Long Beach Office, 1301 Pine Ave. Long Beach, CA 90813

Classification/Status: Non-Exempt/ Full-Time

About The Guidance Center (TGC):

The Guidance Center is a private, nonprofit community agency incorporated in California in 1946. We operate four mental health service delivery sites in southeast LA County, including Long Beach, San Pedro, Compton, and Avalon (Catalina Island). The mission of TGC is to provide comprehensive mental health treatment to our community's most disadvantaged children and their families struggling with mental illness and abuse, leading them toward a positive and productive future. TGC offers a competitive benefits package including medical, dental, vision, 403b with employer match, vacation, and 14 paid holidays.

Summary Statement:

To provide intensive care coordination, individual rehabilitation, case management and other services consistent with State of California Department of Mental Health and L.A. County Department of Mental Health services delivery regulations to enable clients to maintain optimal level(s) of functioning. Needs to be able to work effectively with a range of clients, families and staff from diverse ethnic and cultural backgrounds, and in a multidisciplinary setting.

Regular attendance is an important factor in employee's job performance in order for The Guidance Center to maintain efficient operations. When employees are absent, schedules and commitments fall behind, and other employees may need to assume added workloads. Employees are expected to report to work as scheduled and on time.

Qualifications:

Master's degree in a Mental Health field of study plus two years of post-master's experience in a relevant mental health setting, or Bachelor's degree and four years' experience in a relevant mental health setting, or an Associates Arts degree and six years of experience in a relevant mental health setting. Bilingual English/Spanish preferred.

Must have vehicle and maintain a valid CA driver's license and automobile insurance, or other reliable transportation to travel to cities in Long Beach, San Pedro, Compton, or other areas in which the Center has business. Travel may also include travel by charter boat to the island of Catalina in Avalon.

Computer literate in Microsoft Office programs, such as Word, Excel, Outlook. Depending on position within the agency, may be required to possess or ability to learn, PowerPoint, Publisher, Access or related database management software.

Duties (but not limited to):

1. Provides a specific amount of direct services with regard to prevailing workload standards including, but not limited to intensive care coordination, individual rehabilitative mental health services, and case management to Center clients as necessary. Services provided in the office, in-home, and/or services at other locations away from the Center.



2. Coordinates and conducts Child and Family Team (CFT) meetings with eligible families as necessary.
3. Ensures that medically necessary services are accessed, coordinated, and delivered in a strength-based, individualized, family/youth driven and culturally and linguistically competent manner and that services are guided by the needs of the child/youth consistent with the Integrated Core Practice Model.
4. Organizes and matches care across providers and child serving systems to allow the child/youth to be served in his/her community.
5. Maintains and completes all clinical and administrative record keeping associated with delivery of services according to agency and DMH standards.
6. Interacts with the community at large and with specific allied agencies, other programs, and funding sources in a manner that facilitates and enhances the operation of the Center. In doing so, must understand the mission of the program and the Center.
7. Manage, create and/or revise various types of reports from the Welligent electronic records systems and Department Mental Health's Integrated System (IBHIS), including but not limited to productivity and enrollment reports, usage reports and others that may be beneficial in managing and assessing own activities and productivity.
8. Is available for and participates in all appropriate Center on-call rosters and crisis calls/walk-in individuals requesting information and/or services.

Equal Employment Opportunities:

The Guidance Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion (including religious dress and grooming practices), gender, sexual orientation, gender identity, national origin, age, disability, pregnancy (including breastfeeding and conditions related to breastfeeding), genetic information, marital status, ancestry or status as a covered veteran in accordance with applicable federal, state and local laws. The Guidance Center complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. We are firmly committed to maintaining a work setting in which people of diverse backgrounds and lifestyles may grow personally and professionally. The Guidance Center expressly prohibits any form of unlawful employee harassment based on an individual's race, ancestry, color, religion (including religious dress and grooming practices), national origin, marital status, sex (including sexual harassment and gender identity), sexual orientation, disability (physical or mental including HIV/AIDS diagnosis), pregnancy (including breastfeeding and conditions related to breastfeeding), medical condition (cancer and genetic characteristics), age (40 or over), military and veteran status, or exercising the right to any legally provided leave of absence in the application of any policy, practice, rule or regulation. Improper interference with the ability of The Guidance Center employees to perform their expected job duties is absolutely not tolerated.

How to Apply:

For immediate consideration, please submit resume to humanresource@tgclb.org