



JOB ANNOUNCEMENT

Bill Wilson Center is a nationally and regionally recognized leader for providing services to at-risk youth and families. Our agency -- from our executive team to our line staff -- is committed to improving the lives and conditions of the people we serve. We provide direct services to more than 3,500 children, youth, young adults and families in Santa Clara County. BWC provides services that meet the cultural and linguistic needs of our whole community. We value our unique ethnic diversity as well as the LGBTQ community and non-able body community. Join us and become a difference maker at Bill Wilson Center! Find out more at http://www.billwilsoncenter.org/bwc_jobs/

Intake & Discharge Coordinator

SUMMARY:

The Intake & Discharge Coordinator supports our Mental Health Outpatient programs by providing timely, client centered intake and initial support services. The I & D Coordinator is responsible for managing referrals from Santa Clara County Centralized Intake Line as well as other sources, completing intake or assigning for intake to ensure timely access to care. The I & D Coordinator also serves as a resource specialist, providing linkage and referral to appropriate services at intake or discharge. The I & D Coordinator carries a small caseload of clients who are preparing to discharge back to a “meds only” level of care, providing case management and linkage to ongoing supports in preparation for graduation from services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administrative oversight and data entry related to referral management
- Intake and assessment services.
- Coordination and staffing collaboration with program assistants and supervisors for case assignment and triage.
- Process and manage transfers into or out of agency programs.
- Coordinate care and facilitate transfer or care to Primary Care Physician (PCP)
- Travel as needed to provide services in natural settings such as community, home, and schools to improve accessibility and generalization of skill development.
- Maintain appropriate paperwork and standards for mental health services, and case management according to standards and regulations.
- Coordinates and collaborates regarding supportive services, and client needs with interdisciplinary teams and provides linkage and referral as appropriate.
- Maintain familiarity with available county resources and referral processes.
- Meet required billable service hours (2-3 hours daily)
- Complete all necessary regulatory documentation required County Department of Mental Health/Medi-Cal.
- Participate in Quality Assurance/Quality Improvement activities and initiative
- Maintain statistical data and complete reports as appropriate.
- Attend agency and other program meetings as appropriate.

- Must possess good interpersonal skills, be able to communicate effectively, and work professionally under pressure.
- Participate in agency Safety initiatives and proactively report safety issues to management immediately
- Regular attendance is a requirement of the position.
- Other duties as assigned

QUALIFICATIONS:

Bachelor's degree (B.A. B.S.) in Psychology, Counseling or other Behavioral Science required; plus 2 years of relevant experience required. MHRS's highly desired (BA plus 4 years' mental health experience). Knowledge of needs of culturally diverse transition age youth/ young adults required. Knowledge of SCC Mental Health systems and procedures highly desired. Medi-Cal experience highly desired. Must have proven experience with needs and resources for clients with mental health and/or substance abuse issues. Flexible shifts available. Fingerprinting/background check as required by the Department of Justice and/or Title XXII regulations. TB test required. Bilingual communication skills highly desired!

All applicants are required to be fully vaccination with booster against COVID-19 (if eligible or agree to receive booster at the time of eligibility) prior to employment.

SALARY RANGE:

\$25.00 – 30.00 per hour. 100% employer paid Medical, Dental, Vision, Life Insurance, LTD and Employee Assistance Program. Retirement Plan with discretionary Employer Contribution. Generous PTO plan, 13 paid Holidays. And much more!

For consideration, please submit cover letter and resume to and be sure to reference the position name in the subject line and/or cover letter:

BILL WILSON CENTER

ATTN: Resumes

FAX: (408) 244-4022

Email: resumes@billwilsoncenter.org

EEO:

Bill Wilson Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. People of color, women, persons with disabilities, and persons who are LGBTQ are strongly encouraged to apply.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and BWC's operations, responsibilities may be modified at any time.