

## **CONTINUING CARE COORDINATOR**

### **DEFINITION**

Under general direction to plan, organize, administer and supervise outpatient and continuing care services for the Plumas County Mental Health Department; to provide mental health counseling and treatment for mentally and emotionally disturbed children, adults, and families; to develop, review, and evaluate mental health continuing care programs and services; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This class is for the administrative position in the Mental Health Department which has responsibility for the Drop In Center and outpatient care services. In addition to supervision and program development, the incumbent is responsible for performing direct counseling and psychotherapy services.

### **REPORTS TO**

Mental Health Program Chief.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Community Care Manager, Fiscal and Technical Services Assistant I, II, & III, Psychiatric Nurse I & II, and Psychiatric Technician.

## **CONTINUING CARE COORDINATOR - 2**

### **EXAMPLES OF DUTIES**

- Plans, organizes, supervises and coordinates outpatient and continuing care services.
- Has responsibility for the Drop-In Center.
- Assigns, supervises, trains, evaluates, and assists with the selection of assigned staff.
- Develops, administers, and evaluates programs.
- Provides professional mental health outpatient treatment, evaluation, and consultation to individuals, families, and groups.
- Interviews and counsels patients.
- Diagnoses problems.
- Develops and implements treatment plans.
- Provides follow-up counseling and assists patients with the resolution of problems.
- Provides psychotherapy to clients through individual and group methods.
- Serves in an on-call, emergency status.
- Performs crisis intervention assessments.
- Authorizes 72-hour holds for hospitalization.
- Refers clients to medical and other services.
- Performs court-ordered patient evaluations.
- Testifies in court as required.
- Prepares court reports.
- Maintains cooperative relationships with community agencies.
- Develops and presents community education programs on mental health topics.
- Has responsibility for the maintenance and updating of records.
- Prepares progress and summary reports.
- Presents reports to committees and agencies.
- Serves on the utilization review committee.
- Provides continuing care services to seriously mentally ill persons.
- Performs administrative support and special assignments within the Mental Health Department, as delegated.
- Attends training conferences relevant to current mental health problems.
- May participate in the emergency "on-call" system on a rotating basis.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **CONTINUING CARE COORDINATOR - 3**

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office and clinic environment; may involve extensive travel; some exposure to communicable disease; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, procedures, techniques, and trends for the counseling, therapy, and guidance of persons in mental health programs.
- Therapeutic treatment methods and procedures in the mental health field.
- Principles and practices of supervision, program management and budgeting.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health services and programs.
- Community organizations.
- The scope and activities of public and private agencies in the mental health field.
- Treatment research, development, and implementation.
- Quality Assurance practices and standards.
- Program development and administration.
- Crisis counseling principles, methods and techniques.
- Principles of supervision, training, and staff evaluation.

#### **Ability to:**

- Plan, schedule, coordinate, develop, and evaluate outpatient and continuing care services.
- Assign, supervise, and evaluate the work of subordinate staff.
- Perform skilled counseling and conduct individual and group therapy sessions.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Develop and maintain confidence and cooperation of emotionally disturbed patients and their families.
- Interpret and apply complex mental health program rules, regulations and policies.
- Prepare clear, relevant and accurate reports.
- Develop and present public presentations.
- Enforce Quality Assurance standards.
- Effectively represent the Mental Health Department in contacts with clients, the public, and other agencies.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

## CONTINUING CARE COORDINATOR - 4

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Possession of a master's degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field, received from an accredited institution,

and

Two (2) years of post-master experience in a mental health setting equivalent to a Mental Health Therapist II in Plumas County.

**Special Requirements:** An incumbent must be licensed as a Licensed Clinical Social Worker, Marriage, Family and Child Counselor or Clinical Psychologists by the California State board of Behavioral Science Examiners.

Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.