



## **Job Opening**

<b>Position Title:</b>	Behavioral Health Care Coordinator
<b>Organization:</b>	Wellness In Action
<b>Location:</b>	Big Sky, Montana
<b>Job Type:</b>	Full-Time
<b>Compensation:</b>	\$60,000 - \$67,000 depending on experience, housing available

## **Job Summary**

Wellness In Action (WIA) provides the Big Sky community with a range of easily accessible, affordable and targeted behavioral health interventions. WIA seeks a Behavioral Health Care Coordinator who will work with Big Sky's workforce and residents to access the appropriate psychosocial supports for families and individuals who are interested in these services.

The Care Coordinator will work with WIA's counseling team as well as Big Sky's Behavioral Health Coalition to bridge communications amongst community health workers, medical professionals, volunteer networks, and other social service agencies. S/he will keep clients engaged in their care by facilitating access to sliding scale services, scholarship opportunities, and insurance billing or reimbursements. The Care Coordinator will actively coordinate and facilitate access to other social services in Gallatin and Madison counties while maintaining client confidentiality and quality care.

The Care Coordinator will work with WIA's management and administration team to create a database to track service provision, billing, scholarship usage, and HIPAA compliant demographic information. The Care Coordinator's data management activities are integral to WIA's ability to evaluate its programming and describe impact.

## **Job Description**

- Provides “warm hand-offs” to WIA counselors or other providers for individuals and families with behavioral health needs inquiring through WIA website, phone or through referrals.
- Reviews care needs and financial arrangements for clients and connects each to the best services available. Helps clients navigate sliding scale payment options, insurance paperwork and other subsidy mechanisms for care.
- Tracks and notes any barriers to care and suggests solutions to keep present and future clients connected to care resources
- Creates and develops relationships with community providers, volunteer networks and social service agencies to promote availability of affordable behavioral health resources
- Maintains up-to-date information in a HIPAA compliant database for billing clients, paying providers, acquiring demographic information, and, measuring program impacts
- Acquires and analyzes data informing WIA’s programming decisions
- Works collaboratively and pro-actively with Community Health Workers, Wellness Navigators, WIA counseling team and other colleagues individually, and as part of a team, to achieve optimal efficiency, client outcomes and morale
- Participates and actively contributes to Big Sky’s Behavioral Health Coalition, *Bienvenidos* and other health focused networks. Interacts in a culturally competent manner with individuals and groups from diverse backgrounds
- Responsible for the allocation and scheduling of WIA’s counseling spaces
- Contributes to HIPAA compliance and quality assurance activities
- Attends and actively participates in staff and departmental meetings

## **Qualifications**

The ideal candidate is wellness and recovery focused, person-centered, and deeply respectful of each individual’s values. S/he has strong interpersonal, relationship-building and collaboration skills. S/he has excellent oral and written communication skills and is socially inclusive. S/he is dedicated to building therapeutic relationships with individuals and the community at large to be able to address the holistic needs of clients. S/he possesses the skills to acquire and wrangle data to provide evidence-based programming. Ideally, the candidate has a basic understanding of human and social services across the lifespan in Montana and has some experience with community health interventions.

## **Requirements**

- Master’s degree in social work, counseling, psychology, or a related field
- 1-3 years’ experience in behavioral health
- Proficient in use of databases to track clients and and in the use of Microsoft office applications