



## COMPLETE JOB DESCRIPTION

### Integrated Care Specialist

Interested in being part of an innovative organization? Looking for fun co-workers and a great atmosphere? Want to help children and families in Palm Beach County with creative strategies? Look no further! We have the organization and position for you! Become one of our Integrated Care Specialists and part of our MHA family!

#### Job Description for INTEGRATED CARE SPECIALIST

- The Integrated Care Specialist will coordinate and integrate services provided to families by multiple service providers including primary care doctors, counselors, educators and other services providers and to identify and eliminate barriers to effective service delivery.
- Assists in performing outreach activities to include visits to healthcare facilities, other agencies, programs, schools, etc. to develop positive relationships and encourage referrals.
- Makes the appropriate connections to the services that the family may qualify for and follows up to make sure that the family received the service (or finds other resources for the family as deemed necessary).
- Schedule and coordinate bi-weekly face to face meetings.
- Provide psycho-education and training for family and significant persons involved in case.
- Provide life skills (such as budgeting, independent living, etc.) as it relates to the service plan.
- Acts as an advocate for the family when appropriate.
- Documents all direct and indirect services provided to families .

- Assists in completion of other documentation required by the program.
- Participate in community meetings as requested by VP for Programs or CEO.
- Performs other duties as assigned.
- Attends staff meetings regularly.

#### EXPERIENCE AND QUALIFICATIONS:

- Preferred: Master's in Social Work, Mental Health Counseling, Marriage and Family Therapy, or related field and minimum of 1 year experience working as case worker, targeted case manager, or a position in a related mental health field.
- Minimum: Bachelor degree in Social Work, Psychology, or related field and minimum of 1 year experience working as case worker, targeted case manager, or a position in a related mental health field.
- Experience with High Fidelity Wraparound, preferred.
- Bi-lingual preferred.
- Must be detail-oriented and well-organized .
- Must be comfortable providing community and home-based services to families .
- Must possess excellent, demonstrable written and verbal communication skills.
- Must be proficient in computer skills with a working knowledge in Microsoft programs.
- Must have experience working with a culturally diverse population.
- Must possess a positive attitude and ability to work in a team-oriented environment .

Salary: Full time status - \$36,000-\$45,000 DOE. Contract status available, as well.  
Please indicate employment status preference in email.

Send cover letter and resume to [info@mhapbc.org](mailto:info@mhapbc.org) No calls please.