



# Emergence Health Network

El Paso Center for Mental Health/Intellectual Disabilities

## Care Coordinator

**Job Code:** CC - 109

**Revision Date:** November 9, 2022

**Starting Salary:** \$16.86 hourly; \$35,077 annually

**FLSA:** Non-Exempt

### **Overview**

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

### **General Description**

The purpose of this job is to provide and coordinate services to individuals enrolled in Homebased Community Services and Texas Home Living. Ensures assistance in the provision of access to medical, social, educational, vocational, and other services to help individual become independent.

This class works under close to general supervision according to set procedures but determines how or when to complete tasks.

### **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Assists individuals and Legal Authorized Representative (LAR) in planning, coordinating, and monitoring services.
- Ensures Individual Plan of Care (IPC), Implementation Plan (IP), and Intellectual Disability Related Conditions Assessments (IDRCA) are renewed and/or revisited with Department of Aging and Disability Services (DADS) timeframes.
- Demonstrates a positive role model to youth and/or adults and advocates on their and their family's behalf.
- Conduct Individual Plan of Care (IPC) revisions.
- Monitor home modifications.
- Process billing logs, invoices, and payments.
- Maintains compliance with all Joint Commission training requirements relevant to job duties, including but not limited to those dealing with use of restraints and physical holding of individuals receiving services.
- Performs other duties as assigned.

## **Minimum Education and Experience Requirements**

Requires a Bachelor's Degree in Psychology, Social Sciences, or related behavioral field, supplemented by one (1) year of experience in a community setting; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including Dialectical Behavioral Therapy (DBT); and motivational therapies including the use of incentives, preferred.

## **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

## **Physical Demands**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

## **Unavoidable Hazards (Work Environment)**

- Involves routine and frequent exposure to:
  - Bright/dim light; Dusts and pollen.
  - Other extreme hazards not listed above.

## **Special Certifications and Licenses**

- Must possess and maintain a valid state Driver License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen

## **Americans with Disabilities Act Compliance (ADA)**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

## **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.