



LEE CARLSON CENTER™
For Mental Health & Well-Being

Care Coordinator

Lee Carlson Center for Mental Health & Well-Being is a 501c3 non-profit and the primary provider of outpatient mental health services in Anoka County and surrounding areas. Each year we offer hope and healing to more than 6,000+ individuals and families struggling with a variety of emotional health issues. Services include clinic, home and school-based counseling and individual, family and group therapy as well as psychological testing, assessment and psychiatry.

A beacon of hope and healing for over 40 years, our mission is to provide exceptional and affordable mental health services to families, children, youth, and adults

The position:

Seeking an ideal candidate for the role of Care Coordinator to provide care coordination, support and resources to individuals with serious and persistent mental illness who are members of the Bridgeview Community Support program.

Duties and Responsibilities

Primary Responsibilities

- Resource Utilization Assessment: Develop care coordination plan and resource utilization plan based on a needs assessment process with interested members reviewing their needs on a quarterly basis.
- System Navigation Assistance: Assist members with system navigation such as: health insurance information and applications; economic assistance information and applications; and collaborating with medical and mental health care providers to accomplish system integration of services for the member.
- Member Outreach: Provide direct outreach to members to promote decreased isolation, increased community engagement and participation while designing and implementing interventions and support to promote the least restrictive living situation for members.
- Basic Needs Planning: Develop care coordination plans with interested members that include: access to employment training and employment; locating volunteer opportunities; information on housing options and methods of accessing those options; and educating members regarding employment resources and job search strategies.
- Group facilitation: Facilitate or co-facilitate member support groups and psycho-educational classes.
- Crisis Support: Assist members in developing crisis and safety plans and creating a support network to resolve crisis situations.
- Transportation: Provide transportation of members to and from the Bridgeview, as well as making deliveries to members as needed. Assist members with arranging transportation to and from medical appointments, the Anoka County Government Center, and Blaine Human Service Center.
- Actively participate in regular and periodic Lee Carlson Center for Mental Health & Well-being staff and committee meetings.
- Provide Individual, family and group support utilizing topic and curriculum based resources and materials to facilitate rehabilitation and restoration of functioning and reduction of symptoms due to mental health disorders.
- Provide coordination of services as needed, obtaining appropriate releases (primary care physicians, previous therapists, psychiatrist's, etc.)
- Cover absences for staff as needed to provide continuity of care for all clients.
- Provide data, program outcomes and demographic data in a timely manner as defined for the program.
- Complete yearly member updates with required documentation. Back up of new member intakes with required documentation.
- Data entry and maintenance of MHIS.
- Assist with daily upkeep of Bridgeview Drop-In Center.
- Duties as assigned by manager.



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Qualifications

- Education and/or Experience: Bachelor's degree in Social Work or related Behavioral Health Field. Experience working with adults with Severe and Persistent Mental Illness (SPMI) and diverse clinical issues. Culturally sensitive and knowledge of personal boundaries and professional ethics. Must be able to work under stress and intervene appropriately in crisis situations
- Certificates, Licenses, Registrations: BA or BS degree in Social Work or related Behavioral Health Field. If applying with a social work degree must be licensed social worker in the state of Minnesota.
- Language Skills: Must be able to effectively communicate information and ideas in English both orally and in writing.
- Mathematical Skills: Ability to add, subtract, multiply and divide numbers and ability to calculate percentages.
- Physical Demands: Ability to lift a minimum of 25 pounds.
- Work Environment: Position requires travel between clinical sites and satellite clinic locations including schools and client's homes as caseload requires.
- Other Skills Required: Must be proficient in using Windows Operating System as well as Microsoft Office applications and Electronic Medical Record (Microsoft Word, Excel, PowerPoint, Access and EMR system).
- Reasoning: Must be able to solve complex problems independently and demonstrate strong interpersonal skills.
- Ability to achieve and maintain status of "not disqualified" upon completion of criminal background studies.
- Ability to maintain a valid driver's license, proof of drivers insurance, a satisfactory driving record and reliable transportation.

Competitive salary and benefits: We are pleased to offer a variety of benefits.

Benefits include, but are not limited to:

Insurance coverage:

- Health Insurance Plans through HealthPartners
- Delta Dental & Avesis Vision Insurance
- Flexible Spending Account (FSA)
- Employer Paid Life Insurance & Long Term Disability
- Retirement: 403B (matched up to 3% after 1 year)
- Legal Shield & Identity Shield
- Employee Assistance Program (EAP)
- Employee discounts + Gym Membership reimbursement through health insurance plan

PTO/Vacation/Holidays:

- 80 hours Floating Holiday available immediately upon hire + 40 hours accrued PTO in first year
- 8 PAID Holidays + 2 Emergency Closing Days

To apply please send a resume and cover letter with interest to apply@leecarlsoncenter.org

Equal Opportunity Employer - Minorities / Women / Protected Veterans / Disabled. EEO is The Law - [click here for more information](#).

*Lee Carlson Center for Mental Health & Well-Being is an **Equal Employment Opportunity/Affirmative Action** employer. If you have a disability or impairment and as a result you not able to complete an online application, please contact the Lee Carlson Center for Mental Health & Well-Being Human Resource Department at 763.780.3036 ext 835.*

Lee Carlson Center for Mental Health & Well-Being does not discriminate against any qualified applicant or employee because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status with regard to public assistance in implementing the policy concerning non-discrimination based on national origin or religion.