



Mental Health Collaborative Program Coordinator

ABOUT CASA DE SALUD

The mission of Casa de Salud (Casa) is to facilitate and deliver high quality medical and mental health services for uninsured and underinsured patients, focusing on new immigrants and refugees who face barriers to accessing other sources of care. Casa's mental healthcare services are provided through the Mental Health Collaborative (MHC).

Casa is unique in that it is the only organization in the metro area that offers the new immigrant community low-cost access to mental and medical healthcare while also acting as a portal to other services through our collaboration with numerous health and social service organizations throughout the metro St. Louis area.

POSITION SUMMARY

The MHC convenes community organizations, private practitioners, and academic partners, and student interns to provide culturally-aware mental health services to the underserved and foreign-born communities.

The MHC Program Coordinator is responsible for the operation of the Mental Health Collaborative (MHC), which includes maintaining a schedule of mental health services provided and coordinating space usage among partner organizations and private practitioners. The MHC Program Coordinator also serves as Casa's primary point of contact for partner therapists.

The MHC Program Coordinator also oversees the MHC Client Intake Associate and Specialist, who ensure patients have a positive experience, triage cases, and connect clients and therapist.

RESPONSIBILITIES

Program Coordination

- Ensure the smooth and efficient operation of the Mental Health Collaborative (MHC) program
- Supervise program staff including the MHC Client Intake Specialists and Associates that carry out direct client interactions, intake, provider matching, appointment tracking, coordination of provider schedules, and interpreter contracting.
- Securely collect, maintain, and report appointment data for evaluation, referrals, and program improvements
- Maintain partner agency relationships for interpretation and external referrals
- Ensure client screening assessments are conducted in an effective and timely manner
- Identify and connect clients with the appropriate mental health provider
- Facilitate meetings with partner agencies to maintain effective communication
- Coordinate client care with mental health providers in the Clinic and GUIA programs
- Help advertise and coordinate practicum opportunities and internships with academic partners

Program Development

- Keep abreast and advise leadership of evidence-based therapy practices to integrate into client care

- Coordinate audits for the screening and follow up assessments process; implement revisions, as needed
- Coordinate monthly case conferences and identify opportunities for professional development for MHC Collaborators
- Identify opportunities for growth through strategic outreach to potential partners
- Present to a variety of audiences about the program and its outcomes, as needed

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of mental health evidence-based practices, interventions, and concepts
- Excellent interpersonal and health communication skills
- Strong professional written communication skills
- Public speaking and presentation skills
- Project management skills
- Supervisory skills

ESSENTIAL QUALIFICATIONS

- Oral and written fluency in English and Spanish preferred
- Bachelor’s degree or equivalent experience required in social work, psychology, public health, health administration or similar field; Master’s degree preferred
- Commitment to working with underserved patient populations
- Proficiency in Microsoft Office 365 and Google Workspace, working knowledge of audio visual conferencing software, such as Zoom
- Experience with electronic medical record documentation preferred, and ability to learn to use Casa’s electronic medical record required

Performs other duties as assigned.

WORKING CONDITIONS

- Work is performed in a typical clinic and office environment, with some work completed remotely
- Occasional evening and weekend activities
- Average physical effort with some handling of light weights such as supplies or materials on an infrequent basis (10-15 pounds)

BENEFITS

- Medical, dental, and vision insurance
- 401(k) investment accounts with 3% employer match
- Paid time off including holidays

The above information on this description has been designed to indicate the nature and level of work performed by employees in this position. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and qualifications required of employees assigned to this job.

HOW TO APPLY FOR THIS POSITION

Casa de Salud is an Equal Opportunity Employer and considers qualified applicants for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status, or any other status protected by applicable law.

Position is open until filled; first reviews begin immediately.

Interested applicants should send a cover letter and resume to the President and CEO, Diego Abente, at info@casadesaludstl.org, or mail to 3200 Chouteau Ave. St. Louis, MO 63103.

Learn more about the mission and work — www.casadesaludstl.org