



POSITION OPEN

DATE 3/10/23- *Extended 3.21*
DEPARTMENT PEP: Behavior Support Services
POSITION Behavioral Health Service Coordinator and Compliance Manager
DIRECTOR Rachel Michels
PHONE 773-273-2742

SUMMARY

The Behavioral Health Service Coordinator and Compliance Manager (*BHSC*) will work under the supervision of the Director of Behavior Support Services to ensure that behavioral health services are delivered according to need and regulation and that the campus has the training and resources needed to provide these services while preserving human rights. The *BHSC* will interact with a variety of interdisciplinary team members to effectively coordinate the timely delivery and documentation of psychiatric services, human rights reviews, and needed regular related trainings for organizational staff. The *BHSC* will be required to use excellent organizational and communication skills to work with team members both within and outside of the organization, as well as develop and maintain organizational systems to ensure timely delivery of services and adherence to training and regulation compliance.

RESPONSIBILITIES

Psychiatric Clinics:

- Assist with facilitation of psychiatric clinics as assigned.
- Maintain master scheduling lists and ensure patients are scheduled for clinic per regulations or as indicated and ensure completion of required related documentation.

Human Rights and Behavior Management Committees:

- Work with director to ensure BSPs are scheduled for HRC and BMC review appropriately, creating and communicating schedules in a timely manner.
- Ensure required documentation is in place prior to and following meetings and assist in fielding related inquiries on an ongoing basis.

Campus Education:

- Assist with campus-wide roll-out of Safety Care, creating and communicating schedules and ensuring required participation. Collaborate with trainers and area leaders regarding scheduling.
- Assist with oversight and documentation of other applicable Behavioral Health related trainings, including Awards.

Clerical Campus and Behavior Department Support

QUALIFICATIONS

- 1 year of QIDP or case management experience, preferred
- Familiarity with regulations regarding IDPH and DHS regulations regarding human rights, behavior, and psychiatric service delivery
- Experience leading meetings
- Demonstration of excellent organizational skills
- Demonstration of professional written and verbal communication with families, clients, colleagues, and ability to interact professionally with a variety of internal and external stakeholders
- Ability to work independently and within a team
- Adheres to hours in scheduled position

PLEASE SUBMIT LETTER OF INTENT AND RESUME TO THE HUMAN RESOURCES DEPT. BY 3/31/23
CANDIDATES WHO ARE IN GOOD STANDING AND MEET QUALIFICATIONS WILL BE CONTACTED.