

ST. LOUIS INTEGRATED HEALTH NETWORK

POSITION DESCRIPTION

Position Title: Mental Health Integration Coordinator

Position Purpose:

Reporting to the Justice Initiatives Program Manager, the Mental Health Integration Coordinator (MHIC) will execute activities to coordinate and integrate mental health and substance use services for the medically underserved reentry population in the St. Louis region. The MHIC will meet with patients and community members in both the criminal justice and healthcare systems to provide education regarding availability of primary, specialty, behavioral health and urgent care services; offer patients a choice of primary care homes; and assist with scheduling medication-assisted treatment appointments and follow-up appointments. The MHIC will also arrange transportation and recovery support services as needed. The MHIC will connect patients to medical and social service resources, as appropriate, to assist with systems navigation. Additionally, the MHIC will work with internal and external stakeholders to further develop, implement, and improve strategies that create access and improved utilization to essential care.

About IHN RE-LINK Program:

The purpose of the Re-Entry Community Linkages (RE-LINK) program is to improve health outcomes for re-entrants in transition from jail to their communities. The targeted population are reentrants ages 18-45 facing economic and environmental disadvantage that are discharged from jail to the community. The goals of the RE-LINK program are: (1) improved coordination and linkages among criminal justice, public health, social service, and private entities to address health care and health care access of community re-entrants; (2) reduce health disparities experienced by the reentry and justice-involved population; (3) increase access to needed public health, behavioral health, health care coverage, and social services; and (4) reduced recidivism.

Required Qualifications:

- Strong analytical, interpersonal, communication and organization skills.
- Ability to work in a self-directed manner and without close supervision.
- Proficiency with basic technology such as Microsoft 365/OneDrive, Microsoft Word, Microsoft Excel, and Internet browsing software is required.
- Proficiency with data entry and recording client case notes.
- Basic office management skills and is detail oriented and organized.
- Weekend or evening work may be required to fit client needs.
- Must have reliable, personal transportation with valid driver's license.
- Bachelor's degree in Social Work or other related field

Preferred Qualifications:

- Prior experience working with people aged 18-45, people impacted by the criminal legal system, community-based organizations, uninsured and Medicaid population.

- Knowledge of State social service agencies and community resources.
- Knowledge of health education, motivational strategies, and an empathetic manner working with the underserved.
- Experience in a nonprofit, social work, criminal justice setting, or related field.
- Prior experience in community health outreach or similar positions within a health care setting.
- Experience in coordinating stakeholders within complex systems towards developing and implementing shared goals
- Experience communicating ideas to internal and external stakeholders clearly and succinctly
- Master's in Social Work, Public Health, or related degree

Primary Responsibilities:

- Responsible for the implementation of the goals and objectives set forth and adopted by the IHN
- Executes the day-to-day implementation of holistic patient care from multiple touch points in the health and community health system. Duties include but are not limited to daily community member encounters to provide navigation to appointments, recovery support, and education; systems and resource coordination; and regular data entry
- Collaborates with IHN's Community Referral Coordinators, Community Health Workers, and other IHN staff as appropriate to connect program participants to medication-assisted treatment and a regular source of primary care
- Partners with broader IHN stakeholders to ensure further system coordination for improved access and utilization of mental and behavioral health services from hospitals, courts, jails, Probation and Parole
- Assists with the development and implementation of relevant reports regarding the status of the goals and objectives established by the IHN
- Participates in and presents at partner, community, and essential stakeholder meetings
- Effectively coordinates with stakeholders to develop, implement, and improve community reentry processes
- Partners with the IHN's Justice Initiatives Program Manager to develop, implement, and improve strategies related to integration of mental health and substance use services within the IHN and the broader St. Louis community
- Assists in developing and maintaining an objective, reliable and consistent database of information on program metrics and outcomes, as managed by the Assistant Director of Evaluation and Quality and other Data Analysts
- Collect and document data using the Efforts to Outcomes web-based software.
- Complete data entry in a timely manner.
- Maintains confidentiality and uses only the minimum amount of protected health information (PHI) necessary to accomplish job related responsibilities.
- Attend organizational, community, and partner meetings in a punctual and timely manner
- Perform other duties as assigned

Competencies:

Incorporates basic competencies into all aspects of the position, including:

- *Organizational commitment:* aligns own behavior with the needs and priorities of the organization.
- *Service orientation:* has a genuine desire to help others, especially those in need. Derives satisfaction from serving others. Understands people's needs and overcomes obstacles in serving them.
- *Learning orientation:* values and seeks opportunities to learn. Collects and uses information relevant to work-based problems.
- *Attitude toward change:* adapts to and works effectively with a variety of situations, individuals, groups and systems.
- *Personal effectiveness:* takes initiative to do more than the minimum requirements of the job. Expresses self-confidence in stating opinions and when called upon to make decisions.
- *Achievement motivation:* sets challenging objectives and works to continually improve personal performance.
- *Interpersonal and team performance:* builds and maintains positive relationships with people on the job. Listens effectively to understand others.
- *Respect for differences:* recognizes and appreciates differences in style, approach and background.
- *Quality focus:* minimizes errors and maintains high quality by checking or monitoring data and work in a timely manner, and by developing and maintaining systems for organizing work and information. Actively explores ways to improve quality of output.
- *Problem-solving effectiveness:* uses data and analytical thinking to identify problems and develop solutions.
- *Task accomplishment:* acts resourcefully to ensure that work is accomplished within specified time and quality parameters. Is able to focus effectively on more than one task or project at a time.
- *Proven track record and requisite skill set:* has a demonstrated track record and/or possesses the requisite skill set required to accomplish the goals and objectives set forth by the IHN. The skills and expertise required include: an understanding of the delivery of local health care, and an understanding of government, regulations, policy and programs.
- *Leadership:* Exudes confidence in serving as a champion in the formation and implementation of the IHN's objectives.

Reporting Relationships:

The Mental Health Integration Coordinator reports directly to the RE-LINK Justice Initiatives Program Manager.

Additional Information:

Position is full-time, 40 hours per week, non-exempt position.

Employees will be eligible for full benefits including health, retirement and vacation benefits.

Candidates who have been impacted by the criminal legal system are strongly encouraged to apply.

Work Environment:

Regular, daily travel to partner sites and external meetings required within a 30-mile radius. Travel is primarily local during the business day, although some out-of-the-area travel may be expected. Rare overnight travel. The employee is constantly required to talk, hear, and operate a computer and mouse. The employee is frequently required to walk, bend, twist, push, pull, reach above shoulder and use hands to finger, handle, or feel. The employee will occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision and distance vision.

Starting Salary Range: \$45,000 - \$50,000, contingent on experience

Application Instructions:

Please send resume, reference list, and salary requirements to:

HR@stlouisihn.org

Subject: Mental Health Integration Coordinator Position