

High Intensity Care Coordinator

Children & Adolescents Services

Salary range: \$16.50-\$19.00 hourly

The High Intensity Care Coordinator plays a critical role in supporting children and adolescents with Serious Emotional Disturbance (SED) by coordinating services, ensuring safety, and partnering with families and community agencies to promote stability and positive outcomes.

Minimum Qualifications

- Bachelor's degree (preferably in a social science field)
- Valid Alabama driver's license with a good driving record
- Personal automobile liability insurance (\$20,000–\$40,000)
- Completion of Alabama Department of Mental Health–approved Intensive Care Coordination training

Key Responsibilities

Care Coordination & Case Management

- Provide intensive care coordination services to children and adolescents with SED
- Serve as a liaison with community partners (e.g., hospitals, DHR, schools, and other agencies)
- Initiate client contact within one week of referral
- Develop and implement individualized service and safety plans
- Coordinate and deliver direct services, including in-home support, service linkage, advocacy, crisis intervention, and transportation management
- Monitor client progress and update service and treatment plans in accordance with DMH standards
- Exercise sound clinical judgment in referrals and service planning
- Meet assigned productivity expectations (average of 100 billable hours per month)

Documentation & Compliance

- Complete all clinical, administrative, and statistical documentation within one working day
- Ensure documentation is accurate, concise, and compliant with Center policies and DMH standards

Crisis Response

- Respond to emergencies as needed while ensuring client safety and welfare
- Safely transport clients to Center and community appointments in accordance with policy

Community Outreach & Education

- Provide consultation and educational presentations to community agencies and the public
- Serve as a positive advocate for mental health services

Professional Development & Collaboration

- Participate in trainings, in-service programs, and quality assurance activities
- Stay current with professional literature
- Collaborate effectively with supervisors, support staff, and interdisciplinary teams
- Participate in consultation and education activities (minimum of two per year)

Other Duties

- Perform additional related duties as assigned by the supervisor