

# Mental Health Association of Western MA

**Job Title: (EDI) Clinical Case Coordinator**

**Job Number: 14162065**

**Status: Open**

Post Date: 10/27/2020

Close Date: 11/26/2020

Description

Position Summary

Responsible for the coordination and facilitation of services for program referrals including assessment and the development and implementation of service plans to address their needs in an effort to prevent homelessness. Work closely with referrals, Housing Court personnel, landlords, and other service providers and provide consultation and support as necessary. Prepare and present on the status of open cases in Housing Court. Make home visits as appropriate to further engage and support referrals.

Requirements

Education, Abilities, Skill & Qualifications

Bachelor's degree in related field desired, but must minimally possess 30 college credits, or 10 years previous experience working with individuals with psychiatric and/or intellectual impairments required. Strong written, expressive and organizational skills required.

Demonstrated ability to work independently, problem solve, take initiative and follow through. Comfort with court environment, and delivering oral reports.

Must possess current and valid driver's license and willingness to use own vehicle to travel as necessary.

Must be proficient in English and possess and convey effective verbal and written communication skills with clients, staff and service providers.

Bilingual Spanish-speaking. Required.

Demonstrate sound judgment and effective, solution focused, problem solving skills.

Ability to develop and maintain professional working relationships with clients, staff, co-workers and supervisor.

Ability to work effectively with diverse populations and cultural groups.

EEOC Statement: MHA Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, MHA Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

How to Apply

All applicants apply through Human Resources point of contact Jodiann Reid-Buckle via

413-734-5376 and submitting documentation through our online application at

<https://urldefense.proofpoint.com/>