



**SERVING. NURTURING. EMPOWERING.**  
Gay, Lesbian, Bisexual, Transgender & Questioning Youth

The Alliance for GLBTQ Youth coordinates a full range of quality services through partnerships with many Miami-Dade County service organizations. We serve youth, families and their communities while advocating for equal rights and status of all youth regardless of their real or perceived sexual orientation or gender identity/ expression.

## **JOB DESCRIPTION**

### **POSITION TITLE**

CARE COORDINATOR  
(SOUTH DADE)

### **EFFORT**

100%

### **TITLE OF SUPERVISOR**

CLINICAL COORDINATOR

### **BASIC FUNCTION**

Overall duties include: provide client-centered, strengths-based service and facilitate active client participation in care outcomes; connect clients and/or their families to appropriate, inclusive and affirming community-based services; monitor linkage to services; and advocate on behalf of clients to address barriers to care.

### **RESPONSIBILITIES AND SPECIFIC DUTIES**

1. In collaboration with the client, assess their areas of need, strengths, and available support systems applying a holistic lens to service delivery.
2. Conduct initial psychosocial intake and collect assessment data.
3. Collaborate with client to develop a care plan that addresses their identified needs. Monitor progress of care plan on an ongoing basis, reassessing need(s) and goal(s) as necessary.
4. Facilitate meaningful linkage to appropriate, informed and affirming service providers and community resources.
5. Conduct care coordination sessions utilizing a strengths-based model, maximizing the client's capacity to build on identified strengths.
6. Advocate on client's behalf to address barriers and/or access to inclusive care, activities, or rights as needed.
7. Monitor status and appropriateness of referrals on a regular basis. Maintain communication with linked service providers to ensure cohesive service delivery and hold and/or attend multidisciplinary team meetings as needed.
8. Evaluate client's progress of the co-created objectives on the care plan, appropriateness of services, and their overall satisfaction using tools provided.
9. Maintain current, accurate and confidential client files and documentation that meet agency standards in composition and content, and clearly document client's progress toward identified goals. This includes completing intakes and psychosocial assessments, updating care plans as needed, completing progress notes after each client meeting, and discussion of client issues during supervision and care coordination meetings.
10. Submit weekly benchmark reports, outlining projected tasks for the upcoming week, as well as updating Clinical Coordinator on the progress of pending tasks from the preceding week.

11. Submit monthly data entry logs and client files to Clinical Coordinator. Files must remain current with all required completed forms.
12. Upon termination with a client, conduct final evaluation of progress and service delivery; review care plan, administer post-tests, complete client satisfaction survey and file closing documentation.
13. Maintain and establish relationships with school-based allies, school administrators, community-based service providers, youth service agencies, and community partners.
14. Attend and participate in community meetings and outreach activities to inform attendees about The Alliance for GLBTQ Youth's programs and facilitate referrals and linkages.
15. Attend care coordination meetings and staff meetings as scheduled.
16. Assist Clinical Coordinator with duties as requested.
17. Other duties as assigned.

### **BACKGROUND REQUIREMENTS**

Minimum of a Bachelor's Degree in social work, psychology, or a related field. Minimum of one year's experience in a related field providing individual interventions. Experience and familiarity with the gay, lesbian, bisexual, transgender, queer communities and youth are prioritized. Knowledge of and/or willingness to learn about anti-oppression and anti-racist frameworks. Exceptional verbal and written communication skills. Excellent organizational skills with attention to detail. Creative thinker and planner. Spanish and Creole speakers preferred. This position requires travel throughout Miami-Dade County; individual must have reliable transportation and insurance.

### **TO APPLY**

Send resume, cover letter, and three (3) references as a **single PDF** attachment to [jobs@glbtqalliance.org](mailto:jobs@glbtqalliance.org), SUBJECT LINE: Care Coordinator -SOUTH: Nov2017. Please name the PDF file "Your Name\_Care Coordinator - SOUTH.Nov2017". Deadline to apply is **Friday, November 24, 2017 at 11:59pm EST**.

*The Alliance for GLBTQ Youth is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, queer or intersex are encouraged to apply. The Alliance for GLBTQ Youth maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national or ethnic origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability (including HIV or AIDS), medical condition, perceived physical disability or veteran status, or any other protected status. The Alliance for GLBTQ Youth seeks to employ individuals based upon their qualifications, experience, ability to perform the position responsibilities, and understanding of organizational mission. All applicants can expect a fair and completed evaluation of their application.*