



Martha's Vineyard Community Services, Inc.
IIC Coordinator
Job Description

JOB SUMMARY: Working under the direction of the Island Intervention Center (IIC) Manager, provides direct service and care coordination to clients served by the IIC. Coordinates scheduling and availability for Enhanced Urgent Care appointments and intakes.

ESSENTIAL FUNCTIONS:

- Provides direct services to IIC clients and identifies consumers with high utilization of services for appropriate referrals and support and crisis planning, including, but not limited to:
- Assessment of Critical Needs
- Brief Interventions
- Referral, support, care coordination
- Arranges safe transportation
- Coordination of care with other providers
- Provides leadership for the Center when the Manager is not available.
- Maintains accurate and timely records, including electronic records, monthly statistics, monthly narrative reports, and other documentation required by grantors, funders, or regulatory agencies. Tracks performance based outcomes and other deliverables.
- Supports all administrative functions for IIC clients (e.g., scheduling, intake, registration, billing, authorizations)
- Demonstrates exemplary interpersonal skills to interact with clients, staff, families, vendors, and regulatory agencies
- Provides community outreach and involvement through education, participation in community meetings, and media presentations to support program development.
- Advocates for people with substance abuse and co-occurring disorders through community collaboration and educational programs.
- Meets weekly with supervisor and attends ICC staff meetings

QUALIFICATIONS:

- Licensed Mental Health clinician with minimum 2 years of experience working in an outpatient mental health clinic. Prior experience and desire to work with clients with substance use disorder and suicidal ideation required. Experience in emergency services setting preferred.

- Master's Degree. Independent licensure preferred.
- Ability to interact with people who are under physical and/or emotional stress.
- Knowledge of community resources and familiarity of application process for generic resources and supports, i.e. DTA, WIC, Food Stamps, etc
- Must possess a valid Massachusetts Driver's License and reliable transportation.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.
