

Job Title: Program Coordinator, Decision Support Center

Company: TCV Community Services

Date Job Posted: 11/3/2017

Posting Expires: 1/30/2017

Website: [www.tcv.net](http://www.tcv.net)

Job Description:

- Models recovery philosophy and practices with consumers, staff and supervisees in all interactions.
- Organizes, convenes and facilitates consumer use of the Decision Support Center as the entry point into the psychiatric medical services.
- Engages and provides orientation to consumers using the DSC Clinic including computer assistance and education about how to navigate the computer to complete the Common Ground Survey and trouble shoot printing, use technology skills to interact with tutorials and web based recovery information.
- Recruits, selects, trains staff; recommends terminations.
- Directs all operations and ensures staff coverage during the doctor hours. Ensures productivity standards and consumer needs are met.
- Completes all required supervisory and direct service documentation within agency and payer standards. Documentation would include but is not limited to: Progress Notes, Service Plans, Performance Evaluations, and weekly supervision logs.
- Coaches consumer and staff involvement in the best practice implementations.
- Establishes and maintains a system for tracking project activities, progress, research and outcomes. Maintains and updates the database of consumer users and staff relationships (Primary Support Persons) on a weekly basis to ensure optimal operation of software and users.

Qualifications:

This management level position requires a Bachelor's degree and at least 2 years of mental health direct care experience, which may include experience in peer support services. Must have at least one year of supervisory or management responsibility. Must complete a peer specialist supervisory training curriculum, approved by OMHSAS, within 6 months of hire. Demonstrates proficiency as a computer end-user of assorted internet and email browsers, and possess advanced skills in MS Word and Excel programs. Additional computer skills are a plus.

How to Apply:

Go to TCV's website [www.tcv.net](http://www.tcv.net). click on Careers and Job Opportunities or email resume to [humanresources@tcv.net](mailto:humanresources@tcv.net).

TCV Community Services is an EOE.

