



**Position:** HCBS Care Coordinator  
**Program/Department:** East New York Clubhouse  
**Reports to:** Program Director  
**Work Location:** 2697 Atlantic Avenue, Brooklyn, NY, 11208  
**Hours:** Part Time

**Position Summary:**

Home and Community Based Services (HCBS) are a new set of recovery-oriented services available for consumers approved for Health and Recovery Plans (HARP). The aim of HCBS is to meet the needs and goals of each individual enrolled. HCBS Care Coordinators provide a variety of services in support of HARP eligible consumers in an effort to achieve their optimal level of functioning.

**Responsibilities:**

- Provide HCBS designated services in line with consumers' individualized care plans in home and community based settings
- Conduct/administer identified service assessments within the required timeframe
- Coordinate with each consumer's Health Home Care Manager regarding the frequency, scope, and duration of service plan goals
- Complete and submit all required documentation associated with service delivery as required by the consumer's Health Home Care Manager, Managed Care Organization (MCO), and/or direct supervisor
- Identify available community-based resources and actively navigate appropriate referrals, access, engagement, follow-up and coordination of services
- Advocate for client access to entitlement programs, treatment facilities, and/or other appropriate community services
- Build relationships with all members of the treatment team to support consumer health and continuity of care
- Document all consumer interaction in Electronic Health Record (i.e. AWARDS) and maintain system in good standing at all times
- Maintain case records in accordance with HCBS policies/procedures and regulatory requirements
- Work in conjunction with billing department to ensure all claim errors are swiftly rectified
- Demonstrate excellent task and time management skills
- Other duties as assigned by Program director

**Qualifications:**

Bachelor's degree in Social Work; Mental Health Counseling; or a human service related field with a minimum of two years' experience in case management and providing educational/vocational support to special needs populations (i.e. Serious and Persistent Mentally ill and Substance Use Disorder, etc.). The ideal candidate must be computer literate and able to effectively navigate all Microsoft Office applications.

**Preferred:**

LMSW O LMHC with two years of experience working with adults SPMI and MICA populations.

**Contact:**

Email cover letter and resume to:  
Orlando Mendoza, Division Director, Mental Health and Housing  
[omendoza@wearebcs.org](mailto:omendoza@wearebcs.org)

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