



Clinical Development Coordinator Behavior Health Department

The Juvenile Justice Center of Philadelphia (JJC) is a non-profit, multi-service organization that serves the needs of disadvantaged children, youth and families. Our mission is to maintain families through supportive services, to prevent children and youth from being placed in care, and also to ready families for reunion with their children. JJC has a **Clinical Development Coordinator** opening in our Coulter Street office.

Job Summary

The Clinical Development Coordinator assists the Senior Coordinator of Clinical Operations with ensuring that the behavioral health programs are operating at efficient levels of quality and compliance. This includes ascertaining that individuals and families are benefiting from services, conducting investigations in response to complaints or suspicion and evaluating quality of clinical documentation. This Coordinator will also conduct trainings related to Fraud, Waste and Abuse, as well as other topics deemed necessary in order to adhere to all quality and compliance standards in order to develop and enhance the performance of all staff, thereby improving overall service quality.

Essential Duties and Responsibilities

- Monitoring of timely submission for all clinical documentation, including weekly progress notes, treatment plans, etc.
- Working with the Behavioral Health team members to ascertain that all plans are done according to CBH Guidelines and State regulations.
- Review billing and clinical documentation weekly for Behavioral Health in conjunction with the billing office and Director to ensure that documentation is written within state and managed care guidelines.
- Developing and implementing strategies related to quality and compliance of documentation, as well as adherence to these strategies.
- Preparing reports regarding the quality and compliance of the department and presenting to the Director.
- Leading efforts for community involvement and feedback, including events, patient satisfaction surveys, screening events, etc.
- Conducting Quality Assurance calls monthly and during investigations (i.e. – reports related to services not being provided, etc.).
- Reporting to the Director all compliance matters relating to the Fraud, Waste, and Abuse policy.
- Conducting trainings and retraining to staff relating to documentation, compliance, policies, and procedures.
- Providing clinical and administrative supervision to the field staff as it relates to their clinical and billing review, audits, training and development and outcome of investigations.



- Discussing outcomes with the Director of Clinical Operations to develop and maintain short and long term planning in terms of quality of services, community involvement and adherence to all standards.
- Design and maintain a system for departmental trainings, including alerts, training calendar development and adherence to outlined standards for each employee.

Qualifications

- Master's degree in a clinical mental health discipline, such as psychology, counseling, clinical social work, psychiatric nursing or marriage and family therapy. The degree must include 12 credit hours of core behavioral health coursework. Licensure is preferred.
- At least 2 years of experience providing administrative and/or clinical supervision, providing feedback regarding documentation and work habits and investigating documentation, reports of no service, etc.
- At least one year post-Master's experience providing behavioral health services to children and families.
- Experience working specifically within Behavioral Health Rehabilitative Services (BHRS) and knowledge of all roles within this system.
- Understanding of CBH and state regulations for documentation.
- Excellent verbal and written communication skills.
- Valid Child Abuse (Act 33), Criminal History, and FBI clearances
- Participation in and completion of all CBH mandatory in-services

Position Status

Position available as a full time, salaried position. 40 hours, Monday through Friday. Flexibility in daily schedule is needed.

To Apply: Submit cover letter and resume with availability and salary requirement to:
hrdepartment@juvenilejustice.org

JJC is an Equal Opportunity Employer, embracing diversity and inclusion in all of its services.