

**Position: B2W Administrative Supervisor/Integrated Care Coordinator**

**POSITION SUMMARY**

Under the supervision of the Director of Care Coordination, develop, plan, organize, coordinate and supervise the administration of the Bridges 2 Wellness program. The B2W Administrative Supervisor /Integrated Care Coordinator is responsible for ensuring excellence in service delivery, compliance, and the development of a professional culture which is trauma-informed and sensitive to mentally ill clientele in alliance with the HMS Mission, Vision and Values. The B2W Administrative Supervisor administratively oversees the B2W team and collaborates with the B2W Clinical Supervisor and the Director of Care Coordination. The B2W Administrative Supervisor/Integrated Care Coordinator is responsible for direct administrative supervision of staff, monitoring budget and program planning, as well as, ensuring health promotion services, communication, and coordination between behavioral health and primary care services for those enrolled in B2W.

**POSITION RESPONSIBILITIES**

**Administrative Supervisor duties include:**

1. Under the direction of the Director of Care Coordination to plan, organize and perform assignments pertaining to program development, implementation, and evaluation related to B2W services.
2. Oversees and reviews B2W programming, quality of care, and productivity through coordination with the Director of Care Coordination.
3. Makes programmatic recommendations to the Director of Care Coordination. Assists with long range and immediate program planning and resource coordination.
4. Plans and prepares training and orientation schedules for all B2W staff, including training in delivery of trauma informed care, care coordination, and all required trainings under the terms of the grant, and as developed by HMS.
5. Collaborates in the development of and ensures implementation of work flow for B2W operations.
6. Keeps abreast of current information on co-occurring mental health and substance use disorder treatment approaches, in particular as they apply to integration of care.
7. Provides coordination, availability and full participation in all aspects of any programmatic review, survey, site visits and/or evaluations.
8. Attend weekly clinical supervision with the B2W staff.
9. Manage schedules of all B2W staff.
10. Monitor and approve timesheets for all B2W staff.
11. Manage leave requests for B2W staff and ensure coverage when staff is out on leave.
12. Ensure B2W program and staff are compliant with State regulations.
13. Provide administrative oversight of the B2W program, including the program budget
14. Attend the monthly HMS Management meetings.
15. Maintain and develop Policies and Procedures related to the B2W program.
16. Maintain and develop Job Descriptions for the B2W program.
17. Manages day-to-day administrative needs of the program.
18. Regularly reports to the Director of Care Coordination the successes and needs of the B2W program.

**Integrated Care Coordinator Duties include:**

1. Ensure health promotion services, communication, and coordination between behavioral. health and primary care services for those enrolled in B2W.
2. Participates in the recruitment and enrollment of clients.
3. Ensures that appropriate enrollment and follow up assessments are completed.
4. Functions as the hub for the individualized care plan.
5. Participates in developing client care plans with clients and other B2W staff.
6. Ensures B2W staff performs needed functions to address identified care plan goals and services.
7. Collaborates and coordinates with appropriate health professionals, the treatment team, and the client in providing correct information for clients with questions or concerns related to their diagnoses and treatment, the medications they are taking, and participation in treatment planning.
8. Exhibits a professional and caring manner with clients, patients, families.

9. Understands and maintains HIPAA and 42CFR Part 2 confidentiality standards relative to Hidalgo Medical Services and B2W.
10. Performs and/or coordinates other special assignments and tasks, as required by the Director of Care Coordination, Senior Mental Health Program Director, or Chief Mental Health Officer.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree in a relevant field
- Two (2) years of experience in social services or medical/behavioral health care systems
- Language Requirement: English

#### **REQUIRED SKILLS AND ABILITIES**

- Must be able to use personal vehicle over course of employment as needed
- Maintains a valid and unrestricted NM Driver's License
- Maintains valid and sufficient personal automobile insurance
- Demonstrated interest in rural and community health
- Commitment to the highest ethical standards of the profession
- Strong written and verbal communication skills
- Maintains confidentiality and discretion as a rule
- Meets specified deadlines and manages time effectively.
- Exhibits skills in comprehending, interpreting and completing delegated tasks efficiently.
- Self-starter; must have the ability to work independently and follow-up on all work assignments.
- Ability to multi-task, prioritize and work under pressure without losing sight of objectives.
- Exemplary organizational skills.
- Professional appearance of documentation and work area
- Reliable; exhibits good attendance
- Personable, models respect when interacting with others
- Must be able to work as a team member and communicate effectively with others
- Basic office equipment and computer skills

#### **TO APPLY**

Completed HMS Employment Application may be emailed to [jobs@hmsnm.org](mailto:jobs@hmsnm.org) or  
Dropped off or mailed:

1105 N. Pope Street, Building C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788 or 575-542-2326