

Job Title: Low Intensity Care Coordinator (LICC)**Department:** Child & Adolescent Services**Reports To:** Children's Division Coordinator**Salary Range:** \$16.50 - \$19 Hourly**FLSA Status:** Full-Time**Employment Status:** Non-Exempt**Cost Center:** Varies by Need

Position Summary: The Low Intensity Care Coordinator (LICC) provides care coordination and case management services to children and adolescents with serious emotional disturbances (SED) and their families. This position is responsible for coordinating services, developing individualized care plans, linking clients to community resources, advocating for client needs, and supporting positive treatment outcomes. The Low Intensity Care Coordinator works collaboratively with families, schools, community providers, and other stakeholders to ensure access to necessary behavioral health and supportive services.

Minimum Qualifications: Bachelor's degree required, preferably in Social Work, Psychology, Human Services, or a related social science field. Must possess a valid Alabama driver's license, have reliable transportation, maintain an acceptable driving record, and maintain required automobile liability insurance coverage. Completion of Alabama Department of Mental Health-approved Intensive Care Coordination certification is required. Must be able to pass required background checks and maintain compliance with agency policies, procedures, and training requirements.

Essential Duties and Responsibilities:

- Provide care coordination and case management services to children, adolescents, and families receiving services for serious emotional disturbances.
- Conduct initial client contact, assessments, service planning, and ongoing monitoring in accordance with agency policies and applicable standards.
- Develop, implement, and monitor individualized service plans that address client strengths, needs, goals, and treatment recommendations.
- Coordinate services with community providers, schools, hospitals, child welfare agencies, and other stakeholders to ensure continuity of care and access to needed resources.
- Provide service linkage, advocacy, crisis intervention, transportation coordination, and other supportive services to assist clients and families in meeting treatment goals.
- Complete progress assessments, treatment plan updates, service evaluations, and required documentation in a timely, accurate, and compliant manner.
- Maintain assigned productivity expectations and performance standards.
- Respond appropriately to crisis situations and emergencies while ensuring the safety and well-being of clients and families served.
- Serve as a liaison to community agencies and participate in consultation, education, outreach, and advocacy activities that promote awareness of behavioral health services.
- Participate in supervision, staff meetings, quality assurance activities, trainings, and professional development opportunities.
- Perform other duties as assigned by the supervisor or agency leadership.

Knowledge, Skills, and Abilities:

- Knowledge of children's behavioral health services, care coordination principles, case management practices, and community resources.
- Strong communication, relationship-building, advocacy, and problem-solving skills.
- Ability to coordinate services and collaborate effectively with clients, families, schools, providers, and community partners.
- Ability to maintain accurate documentation, manage multiple responsibilities, and meet established deadlines and productivity expectations.
- Knowledge of crisis intervention principles and ability to respond appropriately to emergencies.

- Proficiency in electronic health records, Microsoft Office applications, and other technology platforms used in service delivery.
- Commitment to providing high-quality, person-centered services to children and families.

Physical Requirements:

- Ability to communicate effectively in person, by telephone, and through electronic communication.
- Ability to sit, stand, walk, and travel frequently within the community to provide services and attend meetings.
- Ability to safely transport clients when required and operate a motor vehicle in the performance of job duties.
- Must be able to perform the essential functions of the position with or without reasonable accommodation.

Acknowledgement:

I acknowledge that I have received and reviewed this job description and understand the duties, responsibilities, and expectations of this position. I understand that this description provides a general overview of the position and is not intended to include every duty or responsibility that may be assigned. I further understand that this job description is not an employment contract or disciplinary document and that additional duties may be assigned as needed. Central Alabama Wellness is an equal opportunity employer and does not discriminate on the basis of any protected status under applicable law.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____