



## **Lead Care Coordinator Enhanced Care Management and Community Supports**

### **THE ORGANIZATION:**

St. Vincent's is a Roman Catholic organization sponsored and operated by the Daughters of Charity of St. Vincent de Paul, which provides programs for children, families, and seniors that are based on community needs. St. Vincent's is the longest continuously operating human service agency in Santa Barbara. St. Vincent's began operations in 1858.

### **PURPOSE:**

The Lead Care Coordinator is an interdisciplinary, hands-on, staff-supporting role, which – in accordance with the goals, objectives, and the Mission of the St. Vincent's assumes primary responsibility for coordinating CenCal Health clients' Enhanced Care Management (ECM) and Community Supports (CS) services within the system of care of St. Vincent's Family Strengthening Program (FSP) and the Fr. Virgil Cordano Center (FVCC). The Lead Care Coordinator will have knowledge of client needs, community resources, and service barriers, as well as social determinants of health and the delivery and coordination of services. The Lead Care Coordinator will function as the main point person for staff providing ECM and CS services, and for clients receiving ECM and CS services.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Demonstrate a passion and commitment for the Mission and Vincentian Values of St. Vincent's.
- Create an atmosphere of enthusiasm and energetic commitment and serve as a role model in carrying out the Mission.
- Promote and support the attitudes, behaviors, knowledge and skills necessary to work respectfully and effectively with each other as well as demonstrate the ability to address the needs of those that St. Vincent's serves.
- Other duties as assigned.

### **QUALIFICATIONS:**

- Must possess a bachelor's degree in related field with emphasis on human development; master's degree preferred.
- Must have at least two years of experience in a related field, and familiarity and sensitivity with social issues.
- Experience with case management, data entry, data summary, and analysis.

- Knowledge of mental health, housing, primary care and other Continuum of Care, including Behavioral Wellness and other Social Service agencies in Santa Barbara County.
- Must possess excellent interpersonal boundaries and a willingness to work with individuals and families in crisis.
- Must possess excellent interpersonal communication skills and the ability to work with all levels of clients, staff, providers, volunteers, and community members.
- Ability to multi-task and remain flexible and calm in crisis situations.
- Proficient with PC and Microsoft Office software such as Outlook, Word, Excel, Power Point, and others as applicable.
- Demonstrated leadership at professional level.
- Maintain a valid California Driver License with a reliable form of transportation.
- Have current certifications or be willing to partake in trainings, including but not limited to, Mandated Reporter, DEIA, Driver Safety, CPR/First Aid, ACES, and Trauma Informed and Motivational Interviewing.
- Must possess exceptional writing, time management, and detail-orientation skills.
- Ability to work independently with a strong level of organizational skills.
- Is conscientious in follow-through on job requirements and has the ability to be a self-starter.

Must pass criminal background fingerprint check and pre-employment negative TB test.

The COVID-19 vaccination may be a requirement depending on the position within St. Vincent's.

The position is full-time, hourly and is scheduled to work Monday – Friday.

**Compensation:** \$33.00 - \$38.00 an hour

### **EXCELLENT BENEFITS**

Health Insurance ° Dental Insurance ° Vision Insurance

13 Paid Holidays Annually

Retirement Plan - 403(b) and 401(a)

Basic Life Insurance \$50,000 plus available Voluntary Life coverage

Paid Time Off (PTO)

Paid Bereavement Leave

Paid Jury Duty Leave

Job Signing Bonus - 5% of Annual Salary

50% Tuition Discount at our Children's Center

Gym Membership Subsidy

Transportation Benefit - Gas Mileage Subsidy for Daily Commute

Wellness Days - 4 Paid Wellness Days Annually

TO APPLY: Please submit a cover letter and resume to [hr@sv-sb.org](mailto:hr@sv-sb.org).

NO PHONE CALLS OR WALK-INS PLEASE.

Opened in 1858 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's is a Roman Catholic organization serving the needs of the Santa Barbara Community. For more information regarding St. Vincent's and its mission, please view our website at <https://www.stvincentssb.org/get-involved/careers/>.