



Title: RTF PACC Coordinator – Full Time Position

Reports to: Sherri Romano, RTF Program Director

Major duties and responsibilities:

Administrative:

- Oversight of the Pre-Admission Certification Committee
- Responsible for reading referrals, facilitating PACC meeting, preparation for agenda, generates minutes of meeting, and PACC response letter for referral sources
- In partnership with the RTF team, provision of technical assistance to the six NYC RTF's supporting family friendly and youth guided treatment practices to insure long term positive discharge outcomes
- Oversight of the pre-admission transition process with the RTF Admissions Coordinators
- Review and follow-up regarding RTF incidents
- In partnership with the RTF team, facilitation of bi-monthly meetings with Transitional Coordinators
- In partnership with the RTF team, assist RTF's in collaborating with multiple child serving agencies and systems such as ACS, NYC Department of Education, Juvenile Justice and adult services
- Provide trainings regarding the PACC process

Tracking and Reporting:

- Maintains comprehensive list of youngsters PACC Certified
- Submission for Quarterly Statistics as needed to OMH Central Office and DOHMH
- Submission of DSS 639 to OMH Special Projects Unity to commence Medicaid payment upon youth's admission to an RTF
- Review clinical referrals for psychiatric criteria to determine continued Medicaid eligibility based on current eligibility standards
- Monitor, pre-approval, and processing of the DSS 3074 bed reservations
- Maintaining database of hospitalizations/bed reservations for the RTF's

Additional Responsibilities:

- Maintains resources and disseminates to RTF providers
- Attend quarterly OMH Children's Division Meetings in Albany, bi-weekly internal children division meetings, family and youth conferences, and conferences related to mental health treatment for youth and families
- Participation and collaboration with OMH licensing division during certification visits/as needed

Qualifications:

Position requires licensed master's level social worker, preferably LCSW with clinical and administrative experience. Extensive knowledge of child serving systems required.

**If interested, please send an email of inquiry with your resume attached to:
Sherri Romano at sherri.romano@omh.ny.gov**