



has an opportunity for a

Bilingual Access Coordinator
Access Coordination
Orange County
(Full-Time)

Western Youth Services is a leading expert in children's mental health and wellness solutions. As a hub of children's mental health in Orange County, we've been providing services and programs for our community for over 50 years. Our passionate and dedicated staff deliver services and programs that prevent, treat and heal our kids and families and increase their ability to live full and productive lives. If this sounds like you, and you meet the qualifications for this position, please send us your resume.

Under the supervision of the Program Director, the Access Coordinator serves as site coordinator for increasing access to mental health services. The Access Coordinator works in collaboration with partnering agencies and providers to ensure clients receive necessary care.

Responsibilities:

- Provides intake coordination and triage for families seeking mental health services in Orange County through the One Door Any Door® model. This includes working closely with families from point of first contact, maintaining a healthy and supportive relationship with parent or caregiver to help them access services that best meet their needs.
- Gathers information through whole-person assessment and screening measures to identify appropriate services to meet client/family needs.
- Collaboratively works with families to identify and access services that best meet their needs through supportive dialogue and psychoeducation
- Maintains awareness of various agency and external community resources and associated eligibility requirements (i.e. clinical services, case management, basic needs, housing, etc.)
- Logs all necessary data and client information in Excel and electronic health records
- Guides families through referral and linkage process to ensure continuity of care
- Helps families navigate and address barriers to accessing care.
- Closely coordinates with internal agency programs and external collaborative partners to ensure seamless access to mental health services
- Promotes access coordination services through various avenues such as events, outreach, and collaborative meetings
- Consults with Program Director to enhance service delivery.
- This job description does not include every duty or responsibility that a person in the role may be asked to perform. May be required to perform other duties as assigned

Minimum Qualifications:

- Bachelor's degree in Psychology, Social Work, Social Sciences or related field
- Knowledgeable, and/or willing to learn about participant resources

- Experience working with allied professionals and the ability to interface with County and industry contacts highly preferred
- Familiarity and awareness of mental health screening literature, promotional tools or activities highly desired
- Bilingual in English and Spanish required

Salary: from \$21.70 hourly

Benefits: Comprehensive employee benefits package includes: Medical, Dental, Vision, Life Insurance, Long Term Disability and 403(b) Retirement Incentive & Savings Plan.

Western Youth Services' Mission: Advancing awareness, cultivating success, and strengthening communities through integrated mental health services for children, youth, and families.

Western Youth Services (WYS) is an Equal Opportunity Employer and seeks to recruit and retain a diverse workforce. WYS values and promotes a culture of inclusivity and belonging, one that embraces the contributions of richly diverse disciplines and perspectives of all employees and staff.