

Job Title	Care Coordinator
Employer/ Agency	The Harris Center for Mental Health and IDD
Job Description	This Position monitors clients admitted to state hospitals to ensure that all clients receive quality customer care and will assist clients in connecting with outpatient services once discharged. Coordinates, links, and authorizes appropriate services and monitors consumer progress with meeting treatment goals. Provides utilization review activities that address eligibility determinations, authorizations for continued stays, clinical reviews, and utilization management (UM) administrative issues. Involves extensive review and entry of data, as well as communication with both external providers and team members. Proficient in Word, Access, and Excel; Administrative experience a plus.
Qualifications	Requires bachelor's degree in the social sciences.
Salary/Hours	\$33,792 - \$42,528
Employer/Agency	The Harris Center for Mental Health and IDD
Address	9401 Southwest Freeway
City, State, Zip	Houston, TX 77074
Contact Person	Diana Olguin
Contact Title	Clinical Team Leader
Fax Number	(713) 970-3387
Email Address	Diana.olguin@theharriscenter.org
Application Method	https://employment.theharriscenter.org/job%20search/ApplicantLogin.asp?JobTitle=736&PositionNo=87115&TitleProgram=Care+Coordinator+%2D+MH+%28UM%29+%2D+MH+%2D+Utilization+Management
Opening Date	08/06/18

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