



**the brookline center**  
for COMMUNITY MENTAL HEALTH

## Service Coordinator

### ORGANIZATION

The Brookline Center for Community Mental Health is a leading Massachusetts provider of mental health care and community-based social services; a sought-after placement for training clinicians; and a partner to more than 50 agencies working to improve the wellbeing of our community's most at-risk and vulnerable populations. The Brookline Center offers outstanding, affordable care to all who need us no matter their ability to pay, helping individuals, children, and families lead healthier, safer, and fuller lives, while building a stronger community for all.

*We are actively interested in ensuring that the Brookline Center for Community Mental Health represents a range of experiences and backgrounds. Qualified candidates with diverse racial, cultural, multilingual, religious, class, and/or gender background, and experiences are strongly encouraged to apply.*

### POSITION SUMMARY

The Brookline Center for Community Mental Health is seeking to fill the role of Service Coordinator on the Center's Community Team. The position entails providing on-site service coordination for the Brookline Housing Authority (BHA) to its residents, providing benefits advocacy, housing support, and connection to other services as needed. This position may also provide additional support for community and clinical programs as needed.

### RESPONSIBILITIES (include but are not limited to the following)

- Provide on-site service coordination services for BHA residents
- Develop service plans for BHA residents and connect to services as needed
- Coordinate care with other community supports and service agencies
- Collect data related to service delivery as required
- Collaborate with collateral contacts and other providers
- Complete all documentation as required in a timely manner
- Conduct and compile resident surveys
- Participate in teams, committees and/or task forces as appropriate
- Participate in special projects as assigned

### REQUIREMENTS

- Minimum of a Bachelor's Degree in a related field
- Experience in a community social services working with property management, medical, or mental health setting preferred. Familiarity with social services and public benefits a plus
- Bilingual/bicultural Spanish speaker preferred
- Excellent interpersonal, organizational, and writing skills
- The proven ability to work closely with an integrated team

### Hours and Benefits

This is a full-time, salaried position (40 hours/week) Monday – Friday; may need to work one evening per week (no later than 7pm). The Brookline Center offers a supportive and stimulating work environment; professional growth opportunities; and a comprehensive benefits package that includes employer paid medical and dental insurance, pre-tax savings and retirement plans, and generous paid time off.

***Equal employment opportunity***

*The Brookline Center is an equal opportunity employer, committed to workplace diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*