



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.

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 AND PREFERRED QUALIFICATIONS

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

SALARY, HOURS AND BENEFITS

Salary range: \$51k-\$53K

Placement within this range will depend on factors including the candidate's relevant experience, demonstrated skills, alignment with the role's responsibilities and internal equity. While the posted range represents our good-faith expectation of compensation for this position, the actual salary offered may fall toward the lower end of the range for individuals who are still developing skills or experience aligned with the role's full scope.

**Additional compensation for staff with bilingual/multilingual abilities used in their work at the Center.*

This a full-time position (40 hours/week) Monday – Friday; will need to work at least 3-4 days onsite and one evening per week (no later than 7pm).

Benefits:

- Employer matched 403(b) Plan
- Health Insurance, Dental and Vision
- Healthcare FSA and Dependent Care FSA, and Health Savings Account
- Paid Family Medical Leave benefits
- Generous Vacation (3weeks first year, 4 weeks 2nd year) Sick (3 weeks) and Personal Time (4 days)
- 12 Paid Holidays and 1 Floating Holiday

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.