

<b>Job Title</b>	Pediatric Health Referrals Coordinator – Outpatient, Department of Psychiatry and Behavioral Sciences, Dell Medical School
<b>Employer/ Agency</b>	<p>The University of Texas at Austin Dell Medical School Texas Children’s Health Access Through Telemedicine (TCHATT)</p> <p>- TCHATT is a telehealth program that provides short-term mental health services to students in public schools. Interest in developing sustainable pathways for community health referrals, developing collaborations with community agencies, and refining processes is welcomed. Applications will be reviewed as they are received and until the position is filled. The expected start date for this position is as soon as possible, but this remains negotiable based on applicant preferences and availability. This is a grant funded position with an end date of 8/31/23, renewable based upon availability of funding and, work performance.</p>
<b>Job Description</b>	<p><b>Purpose:</b> The Referrals Coordinator will join our growing multi-disciplinary team in the Department of Psychiatry at Dell Medical School. The referrals coordinator will work with the multi-disciplinary team to locate ongoing mental health services in the community for long-term care.</p> <p><b>Responsibilities:</b>            -Work in an inter-professional model and routinely collaborate with pediatric psychiatrists, psychologists, other licensed professional professionals, and administrative staff internally to understand the long-term psychological needs of individual patients. Assembling information concerning a patient's clinical background and referral needs.            -Oversee the communication process of referral information to team members, patients, and school staff. Update EMR to reflect this process and support other team members in helping disseminate appropriate referral information.            -Continue to update available referrals within the TCHATT database by engaging in community outreach.            -Provide updates for the TCHATT team about community referral availability.            -Develop and facilitate partnerships with community stakeholders.            -Create a standardized process for specific referral concerns. -Special projects and other duties as assigned</p>
<b>Qualifications</b>	<p><b>Required Qualifications:</b></p> <p>Bachelor's degree and three (3) years of experience or a master's degree and one (1) year of experience in Social Work, counseling or related fields or equivalent. Must possess the ability to communicate with others in a clear, understandable, and professional manner on the phone and in person as well as demonstrated use of superior written and verbal communication skills. Must possess the ability to interact with peers, executives, patients’ families and other program partners in a manner that represents the Dell Medical School positively. Must exhibit sound judgment in decision-making. Must possess the ability to maintain regular, reliable and punctual attendance. Demonstrated ability to be flexible and adaptable to change. The Dell Medical School is especially interested in qualified candidates who can contribute to diversity and excellence within the learning health system. At the Dell Medical School we strive to create a vital, inclusive health ecosystem. To ensure alignment, we follow these fundamental values: <a href="https://dellmed.utexas.edu/culture">https://dellmed.utexas.edu/culture</a>. Relevant education and experience may be substituted as appropriate.</p>

<b>Salary/Hours</b>	\$40,000+ depending on qualifications/ 40 Hours
<b>Address</b>	UT Main Campus - 110 Inner Campus Drive
<b>City, State, Zip</b>	Austin, TX 78712
<b>Application Method</b>	Please apply using the following <a href="#">link</a> You will be asked to submit the following documents: -Resume/CV -3 work references with their contact information; at least one reference should be from a supervisor -Letter of interest
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

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