

Behavioral Health Care Coordinator Cover Letter

720 Henry Pike
Nigelstown, VT 18276

Dear Dallas Cassin,

I am excited to be applying for the position of behavioral health care coordinator. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for resource referral and advocacy to community resources, including public and private assistance programs.

Please consider my qualifications and experience:

- Demonstrates clinical and ethical professionalism, trauma informed care and critical thinking skills
- Knowledge and understanding of mental health counseling principles, methods, procedures, and standards
- Comfortable working in high volume, fast paced office environment
- Experience using Electronic Health Record and Patient Health Information management system
- Administrator certification preferred
- Campus/district supervisory leadership experience preferred
- Extensive background in student behavior supports
- Successful supervisory experience leading a team of support personnel

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Brooklyn Keeling