



Job Description

Job Title: Clinical Coordinator

Status: Exempt, Full time

GL/WC Code: 5224/8804 CA
 5224/8804A AZ
 5524/9040 NV

Location: _____

Job Summary:

This is an exempt management position within the individual site. The Clinical Coordinator is responsible for the agency's therapeutic modality as well as provides oversight of all clinical interventions to include group and individual treatment and the clinical/therapeutic elements of all the individual sites residential and housing programs. The Clinical Coordinator acts as consultant to The Site Director and all Program Coordinators and VRC partners on clinical/behavioral health matters. The Clinical Coordinator is under the direct supervision of the Site Director or designee.

Job Duties:

1. Assure that the quality of clinical services is maintained throughout the site in individual and group supervision.
2. Perform individual, group, and recovery services.
3. Insure that clinical records are accurate, current, and meet California and/or Nevada State Standards as well as VA standards
4. Review all reports of suspected abuse or neglect of vulnerable adults or minors and assure that appropriate actions are taken. Inform the Site Director if reports involve alleged maltreatment by staff, students, or volunteers.
5. Assure that a quality improvement program is implemented.
6. Review all clinically indicated incident reports. Consider actions to be taken and implement changes

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to avoid similar incidents in the future.

7. Inform the Site Director in a timely manner of all relevant political, financial, clinical, and liability issues and make recommendations for any changes in procedures.
8. Participate in internal and external committees and management team meetings as assigned.
9. Responsible for assisting with the planning, design, and implementation of the agency's BHP for all VRC sites in conjunction with all sites Clinical Directors and Director of Clinical Services.
10. Provides ongoing consultation to Site Directors regarding client behaviors, assessments, and clinical interventions. Conducts periodic staff/case management meetings as needed.
11. Designs and executes in-service training to all staff as directed to improve client services and program design.
12. Supervises clinical interns and field placement students volunteering at VRC sites as needed and appropriate.
13. Conducts periodic quality assurance reviews of client files, and ensures that client services are delivered according to ethical and legal standards. Assures strict confidentiality is maintained at all levels with regard to client information.
14. Available to staff 24 hours per day and 7 days a week for crisis and emergency needs unless arranged otherwise by necessity.
15. Maintain membership in the appropriate professional organizations for his/her license.
16. Other duties as assigned by the Site Director.

Required Job Skills:

1. Ability to design and implement effective clinical interventions for substance abusing and/or mentally ill adults.
2. Knowledge of the laws and regulations governing behavioral health practice and procedures.
3. Ability to supervise clinical interns and associates in field placement and practicum positions.
4. Must be capable of, and comfortable with public speaking.
5. Must have the highest ethical standards and the ability to articulate those standards to staff.
6. Ability to work independently, with minimal supervision.
7. Intermediate level computer skills; proficiency with MS Word & Excel.
8. Ability to work with a diverse population of clients in varying stages of addiction recovery and to be sensitive to their physical, mental and emotional health needs.
9. Current working knowledge of community resources available to assist clients with health and recovery issues.
10. Knowledge of veteran's issues and benefits system.
11. Occasional, long distance travel required.

Qualifications:

Master's Degree in behavioral health field required. PhD or Psy.D preferred. License to practice psychotherapy

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in the state of California and/or Nevada (if applicable) (LCSW, MFT, LCP) required. Minimum of three years supervising community based mental health and/or substance abuse programs required. Experience serving veterans and the homeless preferred. Veterans preference. EOE

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