

POSITION TITLE: Clinical Coordinator	REPORTS TO: Regional Director
DEPARTMENT: Services: Supportive Housing	FLSA STATUS: Exempt

EXPECTATIONS

Understand and follow Triple C Housing's procedures and rules, and its mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, personalization, commitment to our community, accountability and ownership.

OVERVIEW

The Clinical Coordinator is responsible for the coordination of activities to support assigned program(s) and caseloads; manage quality control/compliance activities; develop innovative, evidenced based best practices to respond to the changing needs of consumers served. Will also be responsible for intake review of new consumers; ensuring documentation accurate and timely; communicating with IME; working closely with Fiscal to ensure all set up properly.

As per N.J.A.C 10:37B-5.2(a) & (b), duties include: providing administrative supervision for assigned programs, and performing a comprehensive rehabilitation needs assessment; contributing to the development, implementation, monitoring, and updating of the individualized rehabilitation plan; performing therapeutic rehabilitative skill development; offering services appropriate to meet the consumer needs; performing crisis intervention; and coordinating and managing services.

RESPONSIBILITIES

Supervisory / Compliance:

- Communicate, coordinate and enforce compliance with Division of Mental Health and Addiction Services (DMHAS) and Centers for Medicare and Medicaid (CMS) regulations, as well as agency policy and procedures.
- Interpret, communicate and implement agency and departmental objectives, policies, procedures and / or changes to team.
- Prepare and monitor required weekly, monthly, quarterly documentation (CRNA, IRP, QCMR/census data, reports, releases, USTF, etc.).
- Ensure timely and accurate preparation and update of consumer CRNA's and IRP's so as to submit proper billing.
- Monitor weekly service delivery activity, and productivity in meeting caseload support; review and approve documentation.
- Review intake process ensure compliance and timeliness; communicate with IMR; work closely with Fiscal to ensure proper set-up.
- Provide onsite observation to aid team in effectively delivering services, providing intervention strategies when necessary.
- Participate in personnel management: hiring, training, orientation of new staff; performance planning and remediation; staff deployment.
- Participates in strategic and tactical planning, organizational development, and quality assurance / quality improvement.
- Prepare and participate in Agency Medicaid and Licensing audits.

Service Delivery:

- Promotes wellness and recovery activities by teaching and modeling evidence based best practices inclusive of Motivational Interviewing (MI), Illness Management and Recovery (IMR), Wellness and Recovery Action Plan (WRAP), and Integrated Dual Disorder's Treatment (IDDT).

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- Provide support for team to ensure the multi-dimensional needs of the consumers are incorporated into recovery plans (e.g. social, emotional, physical, mental, behavioral and spiritual).
- Conducts and completes timely, Comprehensive Rehabilitative Needs Assessment (CRNA) for consumers of the Agency.
- Facilitate the development of Individual Recovery Plans (IRP) for consumer and ensure required assessments are completed timely.
- Provide crisis intervention as needed and when requested; refer individuals for treatment services or needed social services.
- Manage referrals, placements, transfers and discharges into / within the agency / program.
- Monitor the provision of community support services, ensuring benchmarks are met.
- Develop and maintain good working relationships with outside community support providers, consumer / family / support members, as well as local community organizations.
- Participate in on-call rotation, in accordance with agency policy, being available to respond to clinical and other emergencies.
- Coordinate and attend assessments at county and state psychiatric hospitals.
- Complete other duties, tasks, or special projects as assigned.

Administrative/Financial:

- Responsible for the financial management of assigned program(s), ensuring billing submitted timely and accurately.
- Oversight of the administrative operations of assigned program(s).
- Assist in developing program strategies to ensure maximum occupancy levels are maintained within agency.
- Understand the various funding sources for agency program(s), consumer(s) and impact on agency and mission.
- Maintains all records regarding program support services as required; conducts audits as required.
- Conduct periodic site and vehicle inspections to ensure agency standards and protocols are maintained, as well as life safety and quality of living checks. Requires consultation and coordination with property management, facilities and fiscal departments.
- Petty cash management and reconciliation, as applicable.

KNOWLEDGE/SKILLS/ABILITIES

- Possess solid leadership and management skills.
- Ability to handle multiple projects and prioritize accordingly, and work in a fast paced, changing environment.
- Ability to communicate effectively, verbally and in writing, exercising critical thinking skills and sound judgment in decision making.
- Strong organizational skills; detail oriented.
- Demonstrate and promote cultural sensitivity and professionalism.
- Represent the agency at community, outside meetings and functions.
- Ability to speak, read and write English; bilingual a plus.
- Ability to safely operate a motor vehicle exercising defensive driving skills.

REQUIREMENTS

- Practitioner of the healing arts (including, but not limited to: licensed clinical social worker, licensed social worker, licensed rehabilitation counselor, licensed professional counselor, licensed marriage and family therapist (LMFT

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must have one-year experience in community behavioral health setting or CPRP); or NJ licensed physician, psychiatrist, psychologist, APN, RN.

- Master's degree from an accredited college or university in social work, rehabilitation counseling, or other related behavioral health or counseling program.
- Minimum of two years related experience providing psychiatric rehabilitation and clinical mental health services, with supervisory responsibility.
- Possess valid driver's license in state of residence with three year driving history in compliance with Agency policy.
- Knowledge of Microsoft Office, and ability to navigate technology; electronic health records.
- First Aid and CPR certification.

PHYSICAL REQUIREMENTS

- Use of standard office equipment (telephone, fax, computer, copier, etc.).
- Moderate physical effort in order to assist consumer in home environment with daily living activities, as well as performing daily tasks. Some lifting and carrying weights ranging from 10 to 30 pounds.
- Some lifting may be required, in addition to walking, standing, sitting, stooping and driving.
- Ability to operate motor vehicle safely exercising defensive driving techniques.

Print Employee Name: _____

Employee Signature: _____ Date: _____

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties as requested by their supervisor in accordance with Triple C Housing guidelines.

Requirements are representative of minimum levels of knowledge, skills and / or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship.

EOE

