

JOB TITLE: Clinical Coordinator

DEFINITION: Full-time (part-time negotiable) exempt position. Responsible for clinical tasks including client services, documentation, referral processes and program liaison as directed by supervisor and clinical team.

SUPERVISOR: Director of Clinical Services

PRIMARY RESPONSIBILITIES: Clinical support in conducting clinical tasks as directed by supervisor and clinical team as outlined below:

- Complete referral calls and provide education as appropriate. Consult with referring parties as necessary.
- Interview family and collateral sources during evaluation and monitoring process.
- Contribute clinical perspective and opinion on clients to evaluating physician and the team.
- Review charts for completeness as a part of the intake evaluation process
- Interact as program liaison with treatment providers, workplace, attorneys, hospital administrators, partners, managed care, malpractice carriers, etc., as needed to communicate expectations and obtain information on status of clients.
- Develop/enhance CPHP's role in the community with collaborative agencies.
- Coordinate the transfer of clinical information to treatment provider or facilities during the treatment referral process
- Provide written reports as directed by clinical team to external organizations
- Provide complete and accurate record of client interactions
- Audit of cases in the evaluation and monitoring phases with regard to collateral completions, as well as treatment and workplace outreaches and updates
- Provide team support and assist with special projects as requested by Executive Director or Director of Clinical Services.

QUALIFICATIONS:

- Master's degree in mental health field. At least two years' experience with clinical services or clinical support role, with broad exposure to chemical dependency, psychiatric, and medical diagnoses. Prior experience in employee assistance program and/or clinical experience with professional populations highly desirable.
- Professional demeanor and appearance. Must exhibit excellent skills in written and oral communication. Must demonstrate the capacity to work in a team setting, to motivate others toward quality performance, to think strategically, and to approach problems from a constructive, collaborative perspective.

COMPENSATION:

- Compensation contingent on experience. Salary range is \$47,000-\$57,000 annually based upon full-time exempt employment.
- Full-time employment benefits include, but are not limited to; paid holidays, generous time-off, optional health/dental/vision insurance, employer matched 401K retirement, and tuition/licensure reimbursement.