1. **Specific Job Title: Counseling Clinic Coordinator**
2. **Division/Department: Community Counseling Services**
3. **Report to: Director of Counseling**
4. **FLSA Status: Exempt**
5. **General Functions:**

The primary role of the Morningstar Counseling Clinic Coordinator is to provide leadership to the Mental Health clinic team and ensure that the clinic meets or exceeds all regulatory and customer requirements.

1. **Qualification:**
2. Training Requirements
3. Masters level or higher in Human Services or a related field.
4. Licensure/Certification required as LCSW, LPC, LMFT or equivalent.
5. Five years' experience working with Mental Health cliental preferably in a DBHDD contracted core provider role.
6. Three or more years of managerial/supervisor experience.
7. Prior experience and participation in CQI, UR/UM functions.
8. Prior Direct counseling experience on individual/group level is required.
9. Personal Qualifications
10. Have the ability to work well with others. Be able to communicate effectively in a one-one dialogues, in small group discussions and have some skill in public speaking.
11. Be flexible in work hours to provide clinic support and on-call as needed.
12. Act as an advocate of the organization’s programs, Mental Health professions and quality child care standards. Adhere to and uphold to the best of one’s ability the highest standards in techniques, theory, and practice.

1. **Essential Functions:**
2. Implementation of the mission and direction of the organization.
3. Implementation and revisions of the organization’s Policies and Procedures.
4. Promotion of value in the programs and services offered.
5. Balancing the expectations of its consumers, personnel and stakeholders.
6. Financial solvency.
7. Compliance with insurance and risk management requirements.
8. Ongoing performance improvement, including strategic planning, continuous quality improvement and outcome management efforts to grow the clinic.
9. Development and implementation of corporate responsibilities.
10. Compliance with all legal and regulatory requirements.
11. Participation in community activities and events.
12. Coordination of Morningstar Drug Abuse Treatment and Education Program (DATEP).
13. Assigning caseloads and documenting treatment team meetings.
14. Provision of clinical duties and documentation including screening, assessment, treatment planning, individual group and family counseling and transition/discharge planning for a minimum of 30 billable hours per month.
15. Utilization management, review and billing practices.
16. Communication by phone/writing/in-person with consumers, families, personnel and stakeholders in a professional manner.
17. Oversees the security of clinical records.
18. Direct supervision of para-professionals, contractors and professional staff, to include but not limited to hiring, training, performance evaluation and termination.
19. **Other Functions:**
20. Acts as a positive role model for clients and staff.
21. Demonstrates behavior that is appropriate.
22. Speaks positively regarding co-workers, clients and programmatic areas.
23. Displays enthusiasm. Willingly and cooperatively performs all duties as requested.
24. Completes training requirements for this position.
25. Participates in classes/workshops.
26. Completes required documentation.
27. Uses time management to ensure completion of required hours.
28. Is a contributing team player,
29. Participates in making decisions by open consensus.
30. Supports teammates’ efforts to perform.
31. Is accountable for what was agreed upon.
32. **Physical Demands and Work Environment:**

Physical demands and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job. Walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Ability to push, pull, lift, and/or carry up to 50 pounds. This position requires moderate to intense visual concentration, reading, using a computer and reviewing documents. This position may have contact with MCFS staff, residents, families, and vendors/suppliers requiring excellent communication and problem-solving skills and professional demeanor.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not an all-inclusive list of all duties and responsibilities associated with it.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by Supervisor Date