

**SPECIAL SERVICE FOR GROUPS
JOB ANNOUNCEMENT**

Title: Clinical Coordinator

FLSA: Exempt

Pay Rate: \$45,000-\$70,000 DOE and licensing / part/full-time negotiable

Division: APAIT

Supervisor: Division Director

Hire Date: 6/1/2017

Summary

The Clinical Coordinator shall oversee various aspects of the APAIT Orange County program, including budget and contract compliance, day-to-day operations, staff supervision, and clinical implementation including but not limited to psychotherapy and intensive clinical case management. The Project Coordinator will engage in multiple and various tasks encompassing the core areas of management, leadership, and contracts administration. The Clinical Coordinator reports to the Division Director.

Essential Functions

- Directly supervise program Staff, including MFTI, MSW, Registered Interns, paraprofessional personnel including managing scheduling, timesheets, etc.
- Conduct psychotherapy services and intensive case management services as needed.
- Oversee implementation of evidence-based practices utilized in the program.
- Oversee data collection and quality assurance functions for the contract, including chart reviews, documentation training, tracking/monitoring of contract performance.
- Facilitate frequent Team meetings to ensure contract compliance, achievement of program goals, facilitate team building and maintain open communication.
- Serve as primary contact for funders regarding program progress, requests for other info, etc.
- Ensures overall contract compliance, including but not limited to budget management in accordance with funder restrictions.
- Communicate regularly with immediate supervisor regarding progress, goals, issues and concerns.
- Complete written and verbal correspondence and reports, as needed.
- Engage in recruitment, retention, and routine evaluation strategies for Staff. Evaluation includes at minimum annual written evaluation and frequent feedback on performance to facilitate professional development of the staff.
- Regular attendance required and other duties as assigned.

Supervisory Responsibility

Supervise the performance of 4-5 FTE staff assigned to the Orange County program with ongoing program expansion opportunities.

Minimum Qualifications – Knowledge, Skills and Abilities Required

- Licensed, registered or eligible MSW, MFTI, Psychology Assistant or equivalent from an accredited college or university with major work in clinical social work and/or marriage and family therapy.
- Current registration with California Board of Behavioral Sciences.
- Excellent communication and negotiation skills
- Experience serving diverse ethnic and cultural communities, including immigrant communities, gay/lesbian/ bisexual/ transgender/questioning individuals, and individuals at risk for substance abuse and/or mental health disorders
- Experience managing behavioral health programs
- Valid CA driver's license, proof of current auto insurance, DMV check and reliable vehicle required.
- Background check and verification of employment eligibility

Environmental Conditions (Working Conditions)

The environment for this position is mostly an office environment as well as working within at-risk areas including home and school based services. Driving is required when in the field; own transportation is required.

Physical Requirements

In the course of performing this job, there will be driving, walking and sitting required.

Mental Requirements

The incumbent in this position must be able to accommodate to all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; think conceptualize and handle stress.

Application Process:

Please submit cover letter and resume by e-mail to: Jury Candelario, Division Director, jcandelario@apaitonline.org.
NO PHONE CALLS PLEASE.

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