



## POSITION DESCRIPTION

**POSITION:** Clinical Coordinator

**SUPERVISOR:** Clinical Director

**FUNCTIONAL RESOURCE ALLOCATION:** 100% Clinical Program

The Clinical Coordinator is an exempt employee who engages in a variety of clinical activities, manages assigned cases, assists as needed with special projects, and ensures that efficient, effective operations and procedures are in place.

### RESPONSIBILITIES:

- I. Referrals
  - a. Accepts referrals to and inquiries about the program, from individuals, places of employment, or other concerned parties.
  - b. Gathers information, communicates with referral sources, and completes participant records.
  - c. Completes the internal processes related to new inquiries.
- II. Cases in Development
  - a. Compiles all necessary documents prior to scheduling initial interview.
  - b. Conducts initial interviews with cognitive screening and processes information.
  - c. Facilitates completion of toxicology testing.
  - d. Documents developments and changes in status in a timely manner.
  - e. Communicates updates to key stakeholders in a timely manner.
- III. Participant Sign Ups
  - a. Schedules and assists with all aspects of participant sign ups.
  - b. Clarifies locations of all state licenses, clinical privileges and work-place monitor(s).
  - c. Ensures all relevant consents are signed and forms are complete.
  - d. Completes entry into electronic records system.
- IV. Participant Case Management
  - a. Provides case management for assigned participants to facilitate ongoing recovery and successful completion of their monitoring agreement.
  - b. Assists with management of participants in crisis, involving WPHP supervisor and participants' care providers, where indicated.
  - c. Tracks participant agreement compliance, to include treatment(s), medication(s) and/or toxicology testing.
  - d. Makes appropriate and timely chart entries for clinical encounters with participants.
  - e. Completes all forms and documentation in a timely manner.
  - f. Manages the correspondence regarding their assigned participants.
    - i. Ensures that regular correspondence is sent out to the parties listed below:
      1. Work-place Monitors
      2. Care providers, if applicable
      3. Malpractice Insurance
      4. All Credentialing Entities
      5. Disciplinary Boards, if applicable
      6. Chemical Monitors, if applicable
    - ii. Reviews quarterly correspondence for accuracy.

- iii. Notifies administration or RecoveryTrek of any changes in status, employment, billing, or contact information.
- V. Quality Assurance
- a. Participant Charts
    - i. Oversees assigned participant charts and assures their maintenance.
    - ii. Ensures relevant data is entered in charts in a timely manner and meets WPHP expectations for charting.
  - b. Ensures that policies and procedures are implemented as written.
- VI. Chemical Monitoring
- a. Assists with review of check-ins, toxicology testing and follow-up with participants.
  - b. Communicates with participants regarding issues with the collection process and/or toxicology results.
  - c. Assists with scheduling make-up toxicology testing as needed.
- VII. General Clinical Duties
- a. Maintains participant communications, both verbal and written.
  - b. Participates in and assists with the Annual Reunion.
  - c. Shares evening and week-end call with other clinical staff.
  - d. Understands and follows applicable state and federal laws, as well as WPHP policies, regarding confidentiality and protected health care information.
  - e. Carries out responsibilities in a manner consistent with WPHP policies and procedures.
  - f. Engages in special projects as needed.
  - g. Assists in setting up MOA contracts for assigned participants to ensure smooth transition.
  - h. Participates in WPHP Staff Retreats and Facilitator workshops.

**EXPERIENCE AND QUALIFICATIONS:**

- Licensed Mental Health Counselor or professional license equivalent in Washington
- Substance Use Disorder Professional License preferred
- Minimum of five years of clinical experience
- Expertise with co-occurring disorders
- Knowledgeable in Quality Assurance procedures
- Thorough knowledge of Federal and State statutes regarding confidentiality
- Knowledge about family systems and impact on recovery
- Demonstrated effective interpersonal skills and ability to work as part of a clinical team
- Must be of the conviction that substance use disorders are treatable primary disease, and be amenable to working in an abstinence-based program philosophy
- If chemically dependent, must possess minimum of three years continuous sobriety and a current, strong recovery program
- Knowledge of 12-Step Programs
- Excellent written and oral communication skills

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Employee Signature

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Date