

**JOB DESCRIPTION:
SPURWINK SERVICES**

CLINICAL COORDINATOR – ADULT PNMI

Effective Date: 09/01/21

* Denotes an Essential Function

Title: Clinical Coordinator – Adult PNMI

Category: AS3

Code: CCADPNMI

Education and Experience Required: Earned Master's degree in social work, counseling, or an allied mental health field from an accredited school. Must have one of the following Maine State Licenses: Licensed Clinical Social Worker (LCSW); Certified Social Worker/Independent Practice (CSW/IP), or Licensed Clinical Professional Counselor (LCPC). Licensed Alcohol and Drug Counselor (LADC) or Certified Alcohol and Drug Counselor (CADC) and Certified Clinical Supervisor (CCS) preferred.

Knowledge, Skills, and Abilities Necessary: At least four years of clinical mental health and co-occurring treatment experience. The clinical coordinator must have experience utilizing at least some of the clinical approaches within Spurwink's clinical model such as CARE, SCERTS, ARC, CBT, DBT, Motivational Interviewing, etc. The Clinical Coordinator is an integral part of supporting the implementation of Spurwink's clinical model. The Clinical Coordinator acts as a positive role model for all program staff and supports appropriate intervention to ensure proper care of Spurwink clients. The clinical coordinator must demonstrate solid clinical skills in working with individuals and families as well as effective organizational, communication, and documentation skills. The clinical coordinator must have demonstrated the ability to train/mentor others clinically as well as administratively. In particular, this position requires the skills to supervise and/or guide others in the integration of mental health and substance use services in order to maximize treatment outcomes.

Duties and Responsibilities of the Position:

- * 1. Assist with the implementation, training, growth, and fidelity of Spurwink's Clinical Model.
- * 2. Facilitate integration of substance abuse treatment and mental health services.
- * 3. Provide individual, family, or group treatment as needed (on average two days a week).
- * 4. Consult and coordinate with the Professional Development Department regarding trainings related to the clinical model (CARE, ARC, SCERTS, co-occurring, etc.).
- * 5. Provide consultation and training to all programs, as appropriate.
- 6. Ensure the provision of psycho-educational materials in programs. This may include a co-occurring spotlight to bring attention to co-occurring issues for all staff within a day/residential program and to bring some prevention education to students within Spurwink day treatment settings.
- * 7. Review intake material for new admission and assess for co-occurring issues.
- 8. Participate in the development and monitoring of significant community relationships. This may include contracting with outside agencies to provide training or education.
- * 9. Collaborate effectively with residential, educational, and clinical staff members.

10. Collaborate with CQI regarding record review, policies, and procedures.
- * 11. Knowledge of and compliance with program procedures and policies.
- * 12. Comply with job-related paperwork expectations in a timely fashion.
- * 13. Maintain current licensure and/or certification as required for the position.
- * 14. Participate in supervision with the Senior Director and/or appropriate program director, apprising them of any relevant emergencies, crises, or mandated reporting situations.
15. And other assignments appropriate and necessary to the position as determined by the Senior Director/Program Manager or their designee.

Immediate Supervision: Program Manager/Senior Director

Immediate Subordinates: None.

Schedule of Employment: Exempt.

Other: Since the Clinical Coordinator will be required to drive on behalf of Spurwink, they must maintain a current Maine driver's license and a clean driving record as outlined in Spurwink's driving policy. As an employee of Spurwink, the Clinical Coordinator is expected to adhere to the policies and procedures of Spurwink. They must keep client and employee health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Clinical Coordinator may be exposed to blood or other potentially infectious materials. Therefore, they will receive bloodborne pathogens training (including training regarding Hepatitis B) and will be offered the Hepatitis B vaccination series upon hire.

General Sign Off: The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Name (Please Print)

Employee Signature

Date