

Five Sandoval Indian Pueblos, Inc.

Position Classification and Description



POSITION TITLE: Clinical Coordinator
CLASSIFICATION: Exempt
DEPARTMENT: Behavioral Health Services
SUPERVISOR: Behavioral Health Services Director
GRADE: E6

Position Summary:

Under general supervision of the Behavioral Health Services Director, provides supervision and oversight to behavioral health clinicians as well as consultation to ensure that best practices are followed in regard to review and referral for mental status assessments, medication, crisis intervention, and time-limited counseling for adults, children and their families.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Oversees and supervises staff and clinical functions including hiring/termination recommendations, staff training and counseling, work planning and scheduling.
- Guides and educates subordinate staff in the following areas: 1) Assessment, treatment/intervention, identification and resolution of ethical issues, and evaluation of client interventions; 2) Interaction with other professionals in the service environment; 3) Life-long continual learning; 4) Recordkeeping, report writing, caseload management, and timeliness.
- Works with Director and the administrative team in the preparation and presentation of regulations, policies, and procedures that govern services offered.
- Ensures compliance with applicable Tribal, Federal, State and licensing requirements as per services delivery priorities, in addition to individual staff licensing and certification requirements.
- Develops, maintains, and audits the peer case read process to ensure quality improvement and assurances for record keeping are within program compliance standards.
- Performs direct client contact through clinical, resource development and referral.
- Provides direct client care. Interviews and evaluates clients' problems, developing treatment plans and administering behavioral health programs.
- Keeps accurate and detailed record-keeping of treatment records for each client.
- Directs clients to other areas of assistance, collaborating with referral resource agencies. Works with other internal departments, in addition to state and community resources.
- Consults with doctors, therapists and medical professionals, instructing other health care professionals as to the nature of your clients' social or psychological challenges.
- Complies with mandated reporting process for Children and Elder abuse or neglect.
- Travels as required to provide services to clients.
- Completes reports for case management statistical data on monthly basis.
- Conducts or arranges for in-service training for clinical staff.
- Performs other job-related duties as assigned.

