

## **Job Summary:**

The Clinical Coordinator Therapist will be responsible for all the admission process and discharge process, and coordination of care with other medical professionals and community resources. This includes conducting the initial intake screening in-person or via telephone, making determinations regarding admission, developing the initial relationship with the client and maintain a strong relationship with community resources to increase the practice visibility and referrals. The intake coordination will also function as therapist, maintaining a case load of 10-15 sessions per week, providing counseling and mental health services in the marital and family context. Maternal mental health and paternal mental health, as well as the safety and well-being of children ages 0-7 are the primary focus of this group practice.

This position is part of a team of clinical, support, and administrative staff, with a group practice who integrate Faith (Judeo-Christian), Modern Science, and age-old wisdom, in its work and service delivery. The person in this position is part of a group practice based on Judeo-Christian principles and values, within a framework of culture and diversity. The person in this position is not required to be a Judeo-Christian but must demonstrate natural innate qualities which are in alignment with faith-based principals and standards (i.e., kindness, fairness, truth and authenticity, dignity, respect, loving others as themselves, reliance on a higher source.), including the golden rule -do unto others as you would have them do unto you – loving others. The owner's ultimate purpose through her businesses is to fulfill 2 basic principles: Loving God who is One, and loving others as we love ourselves.

### ***Location:***

- Hybrid: In-person and remote option available, based on state guideline as related to COVID-19.
- Flexible schedule

### ***Supervisory Responsibilities:***

- None.

### ***Duties/Responsibilities:***

- Establish good rapport with potential clients seeking services
- Conduct the initial intake screening to determine eligibility for services, and assigned to appropriate clinical staff
- Provide brief education on available services and treatment options using insurance vs out of pocket pay
- Refer to alternative treatment providers as appropriate and/or insurance carrier as appropriate.
- Register client within the electronic health record, including sending any needed notifications to clients
- Work collaboratively with Office Receptionist and/or biller to obtain insurance eligibility and any prior authorization requirement.
- Work collaboratively with Office Receptionist to obtain required admissions or discharge documents (i.e., ID, insurance cards, releases, etc.)

- Work collaboratively with Office Receptionist to provide clients with any assistance in completing any required paperwork.
- Work collaboratively with Office Receptionist to notify clinical staff of any new clients or changes in client status, within a timely manner.
- Work collaboratively with Clinical Staff to coordinate care with other medical professionals, ensuring authorization to release information are in place for all clients.
- Work collaboratively with Clinical Staff to effectively discharge clients from services.
- Develop and implement admission and discharge processes and procedure.
- Maintain an up-to-date electronic contact list of community resources.
- Work collaboratively with administrative staff to prepare monthly, quarterly, and annual reports.
- Participate in community outreach events and public speaking as needed
- Attend all staff and clinical meetings
- Perform other related duties as assigned.

*Other Duties/Responsibilities as Therapist:*

- Maintain a clinical case load of 10-15 clients, which can include individual therapy, family therapy, couples therapy, and or group.
- Provides marital and family counseling including relationship, premarital, separation, divorce, and child counseling services.
- See the Marriage and Family Therapy job description for the complete list of responsibilities.

*Required Skills/Abilities:*

- Proficient with Microsoft Office Suite or related software.
- Proficient with Electronic Health Records, cloud-based system, and online work.
- Thorough understanding of applicable ethical codes and standards
- Up-to-date knowledge of state and federal guidelines and regulations, as related to the provision of mental health services, and the implementation procedures at the local county level.
- Up-to-date knowledge of CCO and managed care guidelines.
- Knowledge of community resources
- Knowledge of criteria for preadmission screening and discharge, including severity and intensity of illness.
- Knowledge of Medical Necessity
- Superior verbal and written communication skills.
- Compassionate and empathetic with a strong ability to establish and build trust.
- Excellent listening skills.
- Organizational skills required to manage complex, deadline-driven paperwork including billing and insurance claims.
- Ability to work independently.
- Willingness to work within a setting where Judeo-Christian (Abrahamic) values and principles are the standards and foundations for what we do – Meaning accepting to learn and abide by

those standards during the course of one's day to day work within the Group practice, regardless of one's personal values and beliefs, and behavior outside of work.

*Preferred Skills/Abilities:*

- Bilingual in Haitian Creole, French, Spanish or Portuguese
- Bilingual in any other languages
- Spiritually informed or spiritually discerned

*Education and Experience:*

- Master's degree in Counseling or Marriage and Family Therapy
- Current state license in Counseling/Therapy – Preference to MFTs
- Minimum 5 years of licensure experience

*Physical Requirements:*

- Prolonged periods sitting, listening, and observing or working on a computer.
- Must be able to lift up to 15 pounds at times.

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