

JOB TITLE: ADULT MENTAL ILLNESS COORDINATOR

II. Classification: Coordinator III

III. Supervisor: Clinical Director

V. Minimum Qualifications: Masters Degree in one of the Behavioral Sciences, and two years post Masters experience with appropriate licensure in a Social Service Field.

VI. Primary job functions and performance expectations:

A. Provides direct services to consumers.

1. Ensures that all necessary information is obtained at the intake interview.
2. Renders accurate diagnosis based on available information and according to DMH Standards.
3. Provides individualized therapy according to local and accepted professional standards.
4. Utilizes all means to follow-up with consumers in the event of missed or cancelled appointments when therapy is critical.
5. Effectively manages program of aftercare services for consumers released from hospital.
6. Conducts psychosocial evaluations according to accepted professional standards for those consumers pending admission to various treatment facilities.
7. Exercise proper judgement as to when and where consumers are referred.
8. Documentation is concise, accurate and occurs within one working day of all pertinent clinical activities.
9. Meets monthly productivity requirement for billable services and ensures that productivity spreadsheets are completed as assigned.
10. Maintains and provides accurate consultation to community agencies.
11. Provides accurate expert witness testimony at courts/attorneys' request.
12. Provides prompt and appropriate response to clinical emergencies.
13. Serves on Center's emergency duty on-call rotation on a monthly basis and back-up as assigned.

B. Coordinates Outpatient Office.

1. Provides accurate input into the hiring and termination of employees supervised.
2. Provides supervision of support staff.
3. Applies Center Personnel Policies and Procedures on a consistent basis.
4. Completes employee evaluations on a timely basis.
5. Ensures all staff productivities are provided in timely manner as well as provides the summary spreadsheet for productivity for all staff under coordinators supervision.

6. Addresses supervisory issues with staff in a timely manner following the guidelines set out in the policy and procedures.

C. Maintains and provides liaison and education for the Center, other community agencies and the general public.

1. Presentations are presented in an affective and professional manner.

2. Presentations are accurately targeted toward audience.

3. Effectively serves as a positive advocate for mental health services in the area.

4. Represents Central Alabama Wellness in a professional manner at all times.

D. Maintains and improves professional skills.

1. Attends and actively participates in professional workshops, in-service training and quality assurance reviews.

2. Reads current professional periodicals.

3. Effectively utilizes people on staff for consultation.

E. Maintains productivity requirement of 50 hours per month.

F. Any other duties clinical and/or non-clinical as assigned by the supervisor.