



# VACANT POSITION ANNOUNCEMENT

**Date Posted:** 03/28/2014

**Cutoff Date:** 04/04/2014

***All applications must be submitted before 3:00 pm on the cutoff date indicated above.***

**Job Position:** Clinical Associate

**Department:** Residential Women's

*Full-Time w/ Benefits – Monday through Friday – 11:00 pm – 7:00 am*

**Date Position Available:** Immediately

**Job Description:** The Clinical Associate is responsible for assisting counseling staff members with providing direct and indirect services to a specified group and/or population of patients, including facilitation of a safe and therapeutic milieu. In addition, the Clinical Associate assists counseling staff in assessing the patients' daily needs, as well as assisting them to become involved in their own treatment and recovery experience. The primary duties and responsibilities include:

- Provides information, including formal and informal orientation, to patients or family members regarding clinical programs and services including content, schedules, guidelines, etc.
- Assists counseling staff with assessment, both initial and ongoing, by data collection and direct observation of the patient and/or family within the therapeutic milieu.
- Provides addiction and recovery related psycho-education to individuals, groups, and families as assigned, as well as facilitating and/or coordinating community groups, in-house and outside 12 step meetings, and 12 Step discussion/study groups.
- Transports patients to 12 Step meetings and/or other therapeutic recreation activities as assigned.
- Assists Activities Services staff members with recreation, art, music, and adventure based therapies as assigned.
- Assists in monitoring, including making rounds as assigned, and managing patient community as a therapeutic milieu, holding patients and families accountable for behavior consistent with community guidelines and recovery.
- Intervenes in clinical and community crises in such a manner as to use crises for therapeutic value.

**Qualifications for Position:**

- High school diploma or GED required with Bachelor's degree preferred; active pursuit of licensure required; experience in addictions treatment preferred; and/or equivalent experience in job related activities.
- Excellent interpersonal skills; excellent written and oral communication skills; basic computer and office equipment skills
- Current Tennessee driver's license in good standing required
- Understanding of 12 Step programs and philosophy with ability to model/teach same
- CPR, First Aid, Handle with Care certification or eligible
- If recovering, two years of verifiable abstinence required with five years preferred; active participation in the appropriate Twelve Step program preferred.

***Inquiries for this position should be directed Bobbie Jo Yokley, Clinical Coordinator of Residential Women's Services. A current resume can be submitted to Bobbie Jo at 615-432-3186 or via email at [bobbiejo\\_yokley@cumberlandheights.org](mailto:bobbiejo_yokley@cumberlandheights.org). You will be contacted should any additional information be needed.***

*This notice is posted in keeping with Cumberland Heights' policy of offering preferential consideration for new/vacant job positions to current employees. Of course, the employee applicant must be equally or better qualified for the position, as any other applicant.*