

# VACANT POSITION ANNOUNCEMENT

**Date Posted:** 09/25/2013

**Cutoff Date:** 10/03/2013

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

**Job Position:** Coordinator/Coach

**Department:** Daily Recovery Program-Residential

**Date Position Available:** Immediately

**Job Description:** The Coordinator/Coach is responsible for the overall development, implementation, and management of the patient case log using The Daily Recovery Program for both the current patient and the patient upon discharge. This position will work closely with the patient, the family, as appropriate, the case manager, Business Development and the multi-disciplinary treatment team while relying on clinical and experience to plan and accomplish successful transition of the patient to the monitoring program being offered by Cumberland Heights. This position reports directly to the Chief Clinical Officer and will ensure the implementation and continued functioning of the Daily Recovery Program. Primary duties and responsibilities include, but may not be limited to:

- Manages resources to ensure all residential patients are equipped with this program upon discharge from primary treatment.
- Interacts with various stakeholders from various departments within Cumberland Heights as well as with outside providers, patients, individuals, groups and families.
- Services as an expert in the best practices in addiction treatment for Monitoring Programs
- Provides ongoing development of the Coach Program and its team members; and serving.
- Coordinates implementation and on going development of population-specific monitoring programming
- Coordinates ongoing development of The Coach Program, including representing Cumberland Heights in a variety of roles to all stakeholders for the Coach Program.
- Maintains statistics on the Coach Program and provides updates as needed
- Develops and Coordinates the schedule for Coach Program staff and program as well as maintaining budget requests as support by the Chief Clinical Officer.
- Develops measurable behavioral goals, objectives, for the Coach Program based on the patient and families individual needs but grounded in the principles of the Twelve Steps
- Facilitates informational groups with members of Coach Program and other community groups as needed
- Conducts weekly individual phone and face to face contact with each designed population individual.
- Conducts family contact with patient and family members upon request.
- Participates in treatment team meetings as deemed necessary as well as weekly treatment plan review sessions to monitor progress of each member of the Coach Program.
- Documents pertinent information into the Coach Program information system

## **Qualifications for Position:**

- High school diploma or GED required with Bachelor's degree preferred; active pursuit of licensure preferred
- Minimum of two (2) years experience in addictions treatment preferred; and/or equivalent education and/or experience in job related activities.
- Excellent interviewing, observational, leadership, interpersonal skills with the ability for excellent written and oral communication skills; basic computer and office equipment skills
- Organizational skills for managing and prioritizing multiple tasks and assignments; good supervisory and motivational skills; working knowledge of Microsoft Products, including Word, Excel, Outlook and ability to learn clinical software programs (i.e., TIER, Daily Recovery Program).
- Ability to work calmly and to deescalate a person in crisis in a calm and supportive manner
- Knowledge of signs/symptoms of intoxication/withdrawal of alcohol and common drugs of abuse; knowledge of general options for addiction treatment; knowledge of and ability to apply information regarding cultural/age/population specific characteristics to the patients in the assigned area.
- Understanding of 12 Step programs and philosophy with ability to model/teach same
- Current Tennessee driver's license in good standing required
- Certified in CPR/First Aid and Handle with Care, or able to do so
- If recovering, two years of verifiable abstinence required with five years preferred; active participation in the appropriate Twelve Step program preferred.

***To apply for the above position, please submit a cover letter along with a current resume to Butch Glover via fax (615) 432-3014 or email at [butch\\_glover@cumberlandheights.org](mailto:butch_glover@cumberlandheights.org). You will be contacted should an interview or other information be desired.***

***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.***