



VACANT POSITION ANNOUNCEMENT

Date Posted: 09/04/2013

Cutoff Date: 09/11/2013

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

Job Position: Family Services Coordinator

Department: Clinical Support

Full-Time w/ Benefits– 40 hours/wk

Date Position Available: Immediately

Job Description: The Family Services Coordinator is responsible for the development, scheduling and implementation of the Family Week Program and other related family services. This position is also responsible for the facilitation of regular communication between all family counselors and other clinical staff. This position works closely with the Chief Clinical Officer and Associate Clinical Director to ensure that all services provided meet local, state and federal regulations. Primary duties and responsibilities include, but are not limited to, the following:

- Provides, supervises and develops the Family Week Program and other related family services for patients and their families
- In conjunction with the Chief Clinical Officer and the Associate Clinical Director, hires, evaluates, supervises, and disciplines assigned staff, as appropriate
- Provides ongoing training, feedback and daily clinical supervision to staff, directly and indirectly, within the scope of practice as defined by licensure and clinical privileges
- Coordinates and facilitates regularly scheduled meets of Family Week staff and all family counselors to foster better continuity and communication in delivery of services across all programs
- Manages quality improvement activities, including meeting attendance, reports, staffing, patient and staff complaints, referral relations and interdepartmental liaison.
- Implements policies and procedures related to age/population specific program services, reviewing them interdepartmentally in conjunction with the Chief Clinical Officer and the Associate Clinical Director
- Constructs monthly operation reports for assigned area
- Maintains confidentiality of company and personal information

Qualifications for Position:

- Master's Degree in Counseling or related field or LADAC required, LPC-MHSP, LMFT, LCSW or equivalent preferred
- Minimum of five (5) years experience age/population specific clinical experience required with one (1) year supervisory experience preferred or equivalent experience in job related activities
- Experience working with family systems preferred
- Good supervisory and motivational skills
- Understanding of family systems therapy and state of the art drug/alcohol treatment options
- Good problem-solving, analytical and interpersonal skills; good written and oral communication skills
- Good organizational skills for managing and prioritizing multiple tasks and assignments
- Ability to deescalate a person in crises in calm and supportive manner
- Ability to use Microsoft Office products, including Word and Outlook and ability to learn clinical software package

Inquiries for this position should be directed to Butch Glover at 615-432-3013. To apply for the above position, please submit a cover letter along with a current resume to Butch at fax (615) 432-3014 or via email at 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.