

FOUR COUNTY MENTAL HEALTH CENTER, INC.

JOB DESCRIPTION

EXEMPT OR NON-EXEMPT

TITLE OF POSITION: CBS Program Coordinator
SUPERVISOR: Director of Community Based Services
SUPERVISES: CBS Case Managers and Attendant Care Staff
WORK SCHEDULE:

MINIMUM QUALIFICATIONS:

- A master's degree from an accredited university which provides graduate training in psychology, social work, or a related field.
- Licensed or license eligible in the State of Kansas as a Masters Level Psychologist (LMPL), Marriage and Family Therapist (LMFT), or Masters in Social Work (LMSW/LSCSW)
- Dependable vehicle, valid driver's license, and compliance with agency's liability carrier's requirements may be required depending on job assignment
- Communicate positively and effectively with others
- Basic proficiency in math
- Effective utilization of basic office technology
- Requires use of cell phone

GENERAL RESPONSIBILITIES: The position has the responsibility of coordination and supervising Children's case management services and attendant care as directed by supervisor.

ESSENTIAL JOB FUNCTIONS:

1. **Quantity:** To coordinate assigned programs and provide ongoing and crisis supervision to assigned staff, conduct clinical eligibility for waiver referrals as needed.
2. **Clinical:** Demonstrates knowledge of family systems, mental illness, community resources, therapeutic intervention, goal development, parenting techniques and diagnostic categories. Effectively interacts with families, agencies, and staff. Demonstrates ability to work as part of a team. Adhere to ethical guidelines as determined by center policy and licensing standards.
3. **Documentation:** Required clinical documentation is completed in an accurate and timely manner. This includes intake case summaries, treatment plans, clinical eligibility paperwork, progress notes, evaluation reports, UR's and ancillary paperwork as part of supervisory duties. Schedule is documented with the receptionist at the base of operation or as assigned
4. **Judgment:** The practice of sound decision making across all facets of the job. This would include crisis response, boundary development/maintenance, timing of interventions, treatment goals, follow-up, referral etc.
5. **Coordination:** Oversee the CBS case managers and attendant care and assigned staff as directed. This includes (but not limited to) referral process, treatment review, waiver program, staff acquisition, staff development, accessing ancillary resources and problem resolution and dealing with patient issues.
6. **Supervision:** Provide clinical direction, support and education to department staff. Attend scheduled meetings and facilitate meeting as directed.

OTHER JOB FUNCTIONS:

- Exhibit and promote decisions / behavior consistent with the Center's established Vision, Mission, and Values.
- Any deviations to the work schedule *and all overtime* must be approved in advance if non-exempt.
- Other duties as assigned by Supervisor.

Employee Printed Name: _____ Employee Signature: _____

Date: _____