



POSITION VACANCY ANNOUNCEMENT

Position: Clinical Coordinator (FT)
Department: Accountability Courts
Starting Salary: \$19.32/hr

Posting Date: December 1, 2021
Closing Date: Open Until Filled
FLSA Status: Non-exempt

Job Summary:

The job of the Clinical Coordinator is to maintain consistency in treatment throughout the Accountability Courts programs by acting as a liaison between the court and Treatment Providers as well as offering base treatment services to all participants in the program.

Major Duties:

1. Assessing each eligible participant referred to the program for risk and needs:
 - a. Completing LS-CMI and other assessments as necessary to determine appropriateness of participant's entry into the program
 - b. To evaluate ASAM levels and determine if the Mountain Judicial Circuit Accountability Court is able to provide appropriate level of care
 - c. To participate in review staffing of new participants by offering pertinent information to the Judge and other team members concerning assessment results
2. Acting as a liaison with other counselors:
 - a. Communicating to the Coordinator any identified concerns of the counselors
 - b. Communicating with the counselors any identified concerns of the Program Coordinators, Case Managers, or court personnel.
 - c. To represent Treatment Provider in trainings or other court events and sharing new information with other counselors.
3. Providing information about each participant's progress throughout the program in each staffing:
 - a. Participate in all pre-court staffing meetings and Accountability Court hearings as Treatment Team representative.
 - b. Inform the court about participation, readiness, behavior, and successes of each participant
 - c. To ensure protection of participant's confidential information
 - d. To ensure the court is informed before making decisions concerning participant's progress in the program
 - e. To offer treatment responses with every sanctionable offense
 - f. To advocate for appropriate sanctions with consideration to therapeutic value to the individual participant as well as to the integrity of the program
 - g. To address the court or participants as needed to offer clarification or treatment related education.
 - h. To explain basic concepts about treatment offered to participants in layman's terms.
4. Treatment planning with new participants upon entry into the program:
 - a. Creating a treatment plan with each participant which includes short-term and long-term treatment goals
 - b. Referring each participant for further individual sessions – mental health provider, parent aide, peer support, or therapist as needed.
 - c. Setting up each participant with appropriate treatment groups and intensity of treatment services according to participant's individual needs.
 - d. Collaborating with Program Coordinators as needed to meet client's needs in terms of scheduling.

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- e. To ensure that there are no conflicts of interest or inappropriate dual relationships with participants and counselors who lead groups or individual sessions.
5. Meeting with each participant for an individual session upon entry into the program:
 - a. To review group completion surveys completed by participants.
 - b. Coordinating next group schedule with participants, as needed, to address issues identified in treatment plans and/or program minimum requirements.
 - c. Informing Program Coordinators and Case Managers of completed groups for certificates to be presented at next court.
6. Updating treatment plans for each participant prior to each phase completion:
 - a. Reviewing treatment plan from previous phase and updating it to include new short-term and long-term treatment goals.
 - b. Ensuring that each participant is building a solid support system in the community, and that complexity and reliability of support system improves in each phase.
 - c. Referring participant to additional individual sessions as needed.
 - d. Ensuring compliance with mental health treatment, as needed.
 - e. Addressing any barriers keeping participant from achieving any unfinished treatment goals.
 - f. Recommending readiness to phase up or identifying issues that need to be addressed before phasing up.
 - g. Reassessing for risk and needs at the end of phase 3 and phase 5.
 - h. Assisting phase 5 participants in identifying appropriate Give Back Projects.
7. Identifying trainings for clinicians and other team members and providing in-service trainings as appropriate.
8. Identifying disparities in program policies or procedures and bringing them to the attention of the Courts Program Director.
9. Developing prosocial sober activities and incentives for participants.

Desirable Knowledge and Skills:

- Familiarity with court system and legal processes
- Ability to communicate clearly both verbally and in writing
- Skills in compiling, summarizing, and presenting statistical data
- Skills with standard office equipment, computer software programs, and specialized management systems
- Skills in interpersonal communications in a collaborative format
- Ability to make decisions with sound judgment while keeping within current standards and practices
- Knowledge of substance use disorders, mental health disorders, and comorbid disorders
- Strong personal boundaries and professional behavior and dress
- Knowledge of Trauma-informed approach and motivational interviewing.

Minimum Qualifications:

- Knowledge and level of competency commonly associated with completion of specialized training or 2 years of experience in the field of work or equivalent, in addition to basic skills typically associated with a bachelor's degree in Psychology, Social Work, or related field.
- Possession of a valid Driver's License.
- Willingness drive personal vehicle between Rabun, Habersham, and Stephens Counties and attend out-of-area trainings or events.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

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To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.