

Clayton County Drug Court

Clinical Coordinator Position

Job title: Clinical Coordinator

Work Location: Forest Park, GA

Agency: Clayton County Drug Court

Reports to: Accountability Courts Coordinator

☐ **Contractor (40 hours per week) – grant funded, non-benefit. Salary \$36.18 hr (\$75,254.40) - \$40.00 hr (\$83,200)**

Monday through Saturday (day, evening, weekend - flexible schedule)

Essential Duties and Responsibilities:

The Clinical Coordinator will manage clinical staff, oversee program coordination, planning and development; and evaluate the effectiveness of clinical services. Provides direct clinical services, including individual sessions and facilitate evidence-based curriculums in group and family therapy settings.

- Develop and update individual treatment plans
- Provides crisis intervention and stabilization
- Provides ongoing assessments of client's progress toward goals and performs case reviews.
- Coordinates intra-agency and inter-agency services for clients.
- Supervises clinical staff on effective assessment, diagnostic treatment, and case management methods.
- Serves as an agency liaison to the community by networking and participating in community organizations, meetings, and activities.
- Documenting and inputting information gathered from clients into the system database
- Work within a multi-disciplinary Accountability Court Treatment Team to monitor participants' progress throughout program
- Attend biweekly staffings and court sessions.
- Maintain confidentiality regarding all participants, conversations and referrals
- Maintain compliance with all department/program policies and procedures
- Conduct random drug screens (via same sex observations)

Education and/or Work Experience Requirements:

Qualification Requirements: Master's degree in Social Work, Psychology, Public Health, Criminal Justice or related field preferred. LMSW, LCSW, or LPC required. Prefer NCC AP certification. A minimum of two years of experience working within the criminal justice system, addiction counseling or related field, direct experience working within an accountability court model, and experience with delivering evidence-based practices. Preference will be given to those who are **certified** in Thinking for a Change, CBI- SA (University of Cincinnati), and/or MRT.

Skill Requirements:

- Excellent verbal, listening and written communication skills, including ability to effectively communicate with internal and external customers.
- The ability to show genuine empathy, positive regard and develop client-counselor rapport and trust.
- Effective conflict resolution and negotiations skills
- Effective stress and time-management skills
- Basic computer proficiency (MS Word, MS Outlook, Internet, etc.)
- Sound work ethics, fairness and cultural sensitivity
- Group facilitation skills.
- Ability to screen, diagnose and treat mental health and substance use disorders.

Application Instructions:

Please submit a cover letter, resume, and references to the Accountability Courts Coordinator.

deborah.boddie@claytoncountytga.gov Position(s) are open until filled.

NO PHONE CALLS PLEASE