

FAIRVIEW RECOVERY SERVICES, INC.
ADDICTIONS CRISIS CENTER PROGRAM COORDINATOR

MISSION STATEMENT: Fairview Recovery Services helps people with the disease of alcoholism, chemical dependency, and co-occurring conditions live independent, healthy, and productive lives by providing a continuum of individualized services and care.

As a member of the Fairview Team and an integral part of a culturally diverse work environment, candidates must be able to promote and support the attitudes, behaviors, knowledge and skills necessary to work respectfully and effectively with each other as well as demonstrate the ability to address the needs of the racial and ethnic individuals FRS serves.

DISTINGUISHING FEATURES OF THE POSITION:

This position requires a QHP (Qualified Health Professional) credential **or** candidates must be able to obtain a QHP credential within one (1) year.

The Program Coordinator candidate must possess a thorough knowledge of substance abuse and the various levels of care of treatment, expertise in the 12 core functions, and clinical supervisory skills. All work activities are under the supervision of the Program Director. There are some administrative responsibilities with direct accountability to the Clinical Director. The Program Coordinator performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Oversee and coordinate all aspects of client flow through the ACC's continuum of services.
- Lead and supervise the clinical team in client treatment planning and the referral process.
- Utilize motivational interviewing, various counseling techniques and other addiction treatment approaches for the purpose of identifying and treating chemically dependent clients.
- Train clinical staff in intake, assessment, counseling techniques, treatment planning, referral, and discharge planning.
- Assign qualified staff to perform specific clinical duties.
- Review all client records for compliance with program policies and supervise staff record keeping practices.
- Gather and summarize all required data each month on extended care clients and completes other required agency reports.
- Assess the training needs of direct care staff and develop individual training plans as needed.
- Provide supervision for clinical staff and completes all required performance evaluations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: 1) Thorough knowledge of federal, state, and local regulations pertinent to the operation of the program. 2) Thorough knowledge of the components of the comprehensive treatment/service needs of the program's clients. 3) Thorough knowledge of the resources available in the community to serve clients. 4) Knowledge of the principles and practices of clinical and general supervision. 5) Ability to plan, organize, and evaluate Program services and staff. 6) Ability to communicate effectively. 7) Ability to establish and maintain effective working relationships with professionals, community groups, and government officials. 8) Ability to prepare comprehensive written proposals and reports on programmatic, budget, regulatory, legal, and other management functions.

SPECIAL REQUIREMENTS: Must possess a valid driver's license with less than three (3) points and a good driving record.