



**Recovery Resource Center Program
Position Description
Clinical Care Coordinator**

Purpose: To work with clients in need of linkage and referral services for substance use disorder treatment; supervise RRC staff tasked with completing a variety of clinical assessments, including the Alabama Department of Mental Health (ADMH) approved placement assessment based on the ASAM Criteria.

Scope: This position interacts with the following areas:

- Recovery Resource Center Leadership Team
- Recovery Resource Center Project Manager
- Multidisciplinary Oversight Team

Working Relationships:

- Reports directly to the RRC Program Director
- Reports periodically to the Crisis Center, Inc. Leadership team

Qualifications:

- Master's degree in social work or counseling;
- Current licensure;
- Two years of program related experience;
- Must possess a thorough understanding of addiction, substance use disorder and recovery;
- Demonstrates an understanding of the American Society of Addiction Medicine (ASAM) Criteria and the continuum of care;
- Ability to collaborate with referral partners and navigate system of care
- Demonstrates ability to act in a professional manner at all times as a representative of the agency;
- Confident, articulate, and professional speaking ability.

Duties and Responsibilities:

- Directly supervise clinical staff and set clinical standards for administering the ADMH approved placement assessment based on the ASAM Criteria;
- Monitor all assessments prepared by Recovery Resource Center clinical staff;
- Monitor and ensure professional development of clinical staff according to ADMH standards;

Please send a resumé and cover letter to John Bayles at jbayles@crisiscenterbham.org.

- Ensure quality documentation of clinical and peer support staff including but not limited to HIPAA requirements;
- Communicate with treatment providers and local community stakeholders in relation to recommendations for clients seeking assistance with substance use related issues;
- Send and resend assessments for individuals as needed;
- Collaborate with Referral Coordinator on clinical matters related to clients and treatment waitlists;
- Counsel peer staff on clinical matters and intervene as needed when clients report homicidal or suicidal ideations or are at risk of victimization;
- Coordinate with leadership staff to ensure consistent, ethical, and efficient delivery of services;
- Meet with other leadership staff regularly to discuss staff needs as they relate to clinical issues;
- Ensure quality training of new staff;
- Other duties as assigned.

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