

## **CLINIC COORDINATOR**

### **(Psychiatric Outpatient Clinic)**

**Distinguishing Features of the Class:** Oversees the daily operation of the Mental Health Clinic and performs various administrative tasks that are relative to the conduct of its business and the convenience of those it serves. The responsibilities of this position are performed under the administrative direction of the Director of Mental Health.

#### **Typical Work Activities:**

- Provides clinical and administrative supervision of staffs in the outpatient clinic;
- Coordinates emergency situations;
- Reviews all requests for annual and sick leave, etc., and work to be performed at hours other than those normally associated with the conduct of business; distributes workload;
- Coordinates the clinic program with the operation of the other components of the Department's Mental Health services and interagency matters relative to the clinic;
- Plans and organizes staff meetings. Reviews administrative matters and relates clinic operations to the approved policies and procedures;
- Develops, plans, and organizes clinical in-service training;
- Performs clinical and other administrative duties (e.g., reviews productivity reports, directs scheduling of clinicians), and informs and assists clinic staffs in understanding and carrying out various local and state directives which apply to the clinic program;
- Reviews relevant policies and procedures on an annual basis or as needed, and assists with the updating of identified ones or the development of new ones;
- Assures compliance with all relevant Department policies and procedures, as well as all relevant laws and regulations;
- Assures prompt and efficient processing of all requests for intakes;
- Participates in the diagnostic process of the Mental Health Clinic;
- May carry a limited clinic caseload with the approval of the Director of Mental Health;

#### **Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

- Comprehensive professional knowledge of the services and function of outpatient mental health clinics;
- Thorough knowledge of current mental health treatment modalities;
- Thorough knowledge of administrative and supervisory practices and, in particular, the ability to administer and supervise the day-to-day operations of a mental health outpatient clinic;
- Ability to exercise general clinical and administrative supervision over the clinic staffs;
- Ability to carry a limited caseload if required and approved;
- Ability to communicate to each individual under his/her supervision their responsibility for maintaining compliance with all Department policies and procedures, as well as all relevant laws and regulations;
- Ability to model compliance and foster open communication regarding compliance with Department policies and procedures, as well as all relevant laws and regulations;
- Ability to ensure that all personnel under his/her supervision consistently act in accordance with all Department policies and procedures, as well as all relevant laws and regulation;
- Ability to monitor potential compliance issues (risks) within his/her scope of authority;
- Ability to ensure appropriate training, including Corporate Compliance, for all individuals under his/her supervision;
- Duties are performed under the general supervision of the Director of Mental Health;
- Physical condition commensurate with the demands of the position.

**Minimum Qualifications:** MSW with LCSW or LCSW-R; or licensed clinical or counseling psychologist; or licensed psychiatrist; plus at least three years of experience in a mental health outpatient clinic or inpatient unit, some supervisory experienced required, preferred one year at a supervisory level.

05/18/1997, 04/11/2007, 09/20/2007, 04/09/2010, 08/02/2010, 12/10/2013

CLASS:           COMPETITIVE