

JOB DESCRIPTION # 13.1

TITLE: Clinical Coordinator

FUNCTIONAL TITLE: Clinical Coordinator

JOB CATEGORY: Residential Services / Adult Support

REPORTS TO: Clinical Director of SHCS

BASIC FUNCTIONS: Under the supervision of the Clinical Director, the Clinical Coordinator will provide comprehensive clinical and ISP support to the individuals supported by Seven Hills Community Services. The Clinical Coordinator will maintain compliance with DMR regulations and will support and train staff as needed.

QUALIFICATIONS: Candidate should have at least three years experience working with people with developmental disabilities. Clinical experience preferred. BA preferred.

RESPONSIBILITIES / OBJECTIVES:

- Participating in ISP meetings as needed. Presents clinical issues to the team.
- Prepares/reviews Assessments as needed.
- Prepares strategies as needed.
- Monitor's individual's progress through monthly visits to each house.
- Reviews all ISP paper work at least monthly. Gives written feedback to the Residence Director and the Area Director
- Conducts a comprehensive assessment of individual's referred.
- Completes all tasks assigned in order to complete the process of an individual moving in.
- Participates in staff meetings or other meetings as needed.
- Writes Behavior Support Plans as needed in accordance with DMR regulations (Level One or Level Two).
- Trains staff in their implementation. Attends meetings to obtain approvals (Human Rights, Peer Review, etc.) as needed.
- Analyzes data from all Behavior Support Plans and makes modifications as needed.
- Attends psychiatric appointments as needed to insure ongoing quality care.
- Writes and updates Medication Treatment Plans as needed.
- Develops and maintains supportive working relationships with the individual's families/guardians.

- Assists the team in establishing a professional attitude with DMR, related agencies and the public.
- Assists in fostering a professional attitude among staff.
- Designs and conducts staff training on clinical topics during Orientation or as needed.
- Supports the Residence Director with the organization of the Confidential File and the Individual's Daily Log.
- Performs other duties as directed by Clinical Director.

EXPECTATIONS:

- To carry out all responsibilities professionally and efficiently.
- To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.

PHYSICAL REQUIREMENTS: Ability to lift up to 25 lbs. on occasion. Ability to perform primary job functions while standing for extended periods of time.

STATUS: Exempt

STATE CONTRACT CROSS REFERENCE TITLE:

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date