

# ODYSSEY FAMILY COUNSELING CENTER

## JOB DESCRIPTION

### Child and Adolescent Services Coordinator

**General Description:** The Child and Adolescent Services Coordinator (CASC) is responsible for the day to day oversight of Odyssey's Child and Adolescent Services Mental Health, School-Based Mental Health, Odyssey to Recovery, and Child and Adolescent Prevention and Education Programs and is a member of the Management Team. In addition, the CASC is responsible for providing direct services to clients as well as maintaining appropriate documentation regarding those services. The CASC is a member of the Interdisciplinary Treatment Team and is expected to comply with all OFCC policies as well as all applicable federal, state, county, and local laws. The CASC also complies with guidelines set forth by all applicable regulatory bodies, ethical standards, and funding sources.

**Supervisor:** Clinical Operations Director, with indirect report to Utilization & Corporate Compliance Manager

**Supervisees:** Part-time Associate Clinicians, Part-time Licensed Clinicians, and Interns who provide services in any of the Child and Adolescent Services programs.

#### **Description of Duties:**

##### **Administrative Duties:**

1. Provide direction and support to Odyssey's Child and Adolescent Services programs.
2. Set and track goals and objectives for all Child and Adolescent Services programs.
3. Collaborate with the Executive Director and Clinical Operations Director to identify Agency needs and priorities and to develop new programs as opportunities arise.
4. Collaborate with the Executive Director and Clinical Operations Director to provide information for funding request proposals for Adult Services programs.
5. Perform all functions necessary for the hiring, orientation, training, supervision, annual review, and termination of Child and Adolescent Services clinical and paraprofessional staff.
6. Assist Clinical Operations Director in assigning caseloads to Child and Adolescent Services staff, taking into consideration client needs, staff availability, and funding source.

7. Provide training and professional development for staff as needed.
8. Assist Clinical Operations Director in preparing for external reviews and completing the resulting Corrective Action Plans.
9. Represent Odyssey at external events and assist with Odyssey marketing efforts as needed.
10. Assist Clinical Operations Director in ensuring adequate and required staff coverage during operating hours.
11. Review and approve Clinician time sheets.
12. In Clinical Operations Director's absence, respond to client complaints and requests from external officials and visitors.
13. Maintain professional licensure and credentialing paperwork as appropriate.
14. Uphold the mission and core values of Odyssey Family Counseling Center.
15. Comply with policies and procedures of Odyssey Family Counseling Center.
16. Other duties as assigned.

**Clinical Duties:**

1. Lead weekly Interdisciplinary Team Meeting and maintain appropriate documentation of clients and issues discussed.
2. Provide regular clinical supervision and/or consultation and caseload oversight for clinical staff, including the following: review of documentation to ensure timeliness and thoroughness, second signing for unlicensed and new staff, clinical appropriateness and caseload size.
3. Provide appropriate direct services to assigned clients in assigned program(s), including, but not limited to, the following: Behavioral Health Assessments, Service Plan Development, Individual Therapy, Family Therapy (as appropriate), and Case Management. May also provide group skills training and urine drug screens to clients in the Odyssey to Recovery program.
4. Engage with clients weekly regarding scheduling for sessions.
5. Maintain appropriate documentation of all cancelled appointments.
6. Complete requests for authorization in a timely manner.
7. Collaborate with the UM Assistant to provide data for reports and statistical analysis as required.

8. Maintain case records according to Odyssey and payer policies, ensuring that all documentation is completed and signed within 24 hours of service.
9. Provide coverage as needed and available for crisis situations, including performing 1013's and 2013's as necessary.
10. Maintain awareness of advances and best practices in the field. Remain current in professional knowledge through literature review, seminars and workshops. Must attend at least 75% of all Odyssey staff meetings and trainings.
11. Maintain productivity rate of 25% billable hours per week (10 billable hours).
12. Maintain Do Not Show rate of 20% or less.

**Qualifications:**

1. Currently licensed in the state of Georgia as an LCSW, LPC, LMFT, or Psychologist. Ability to provide clinical supervision according to Composite Board requirements is required.
2. Able to quickly and accurately assess and diagnose mental health and/or substance use disorders as well as to develop SMART treatment plans for target client population.
3. Able to rapidly establish rapport with a diverse population of clients presenting with a wide range of psychiatric, social, and emotional difficulties.
4. Able to complete documentation consistent with Medicaid and DBHDD standards and timelines.
5. Excellent interpersonal and customer service skills and the ability to maintain a positive collaborative relationship with staff, clients, referral sources, and funders.
6. Understands legal requirements for reporting abuse and homicidal threats and is able to utilize crisis intervention and conflict resolution skills to assess and intervene for suicidality and homicidality.
7. Possesses strong computer skills and is proficient in the use of concurrent documentation using an electronic medical record. Knowledge of CareLogic is preferred.
8. Preference given to candidates with any or all of the following: Three or more years of experience in Community Mental Health service provision and supervision, NPI Number, CAQH documentation, credentialed with insurance panels (especially BCBS, UBH, Aetna, Cigna), or experience with Play Therapy, Substance Use Disorders, Art Therapy, or DBT. Spanish speakers and those with experience working with minority/disadvantaged children, adolescents, and their families are strongly encouraged to apply.

