

JOB DESCRIPTION

Job Title	Co-Occurring IOP/OP Program Coordinator		
Reports to:	Co-Occurring IOP/OP Programs Supervisor		
FLSA	Non-Exempt	Orig. Date	June 2005
		Revised:	December 2016

JOB SUMMARY

Works one-on-one and in groups with the members of the Co-Occurring Intensive Outpatient Treatment and Outpatient Treatment. This job also provides an opportunity for supervision toward a Licensed Alcohol and Drug Counselor Certification (LADAC)

ESSENTIAL FUNCTIONS

Provide Orientation for Members of the IOP/OP

- A. Ensures members of the IOP/OP complete the ASI and other necessary initial paperwork
- B. Assists in providing referrals to members for other community services they may need
- C. Maintains attendance for members of the IOP/OP Program

Responsible to provide all aspects of treatment:

- A. Completes Bio-Psychosocial Assessments
- B. Utilizes the Stages of Change and Severity Index to note medical necessity and clinically appropriate levels of care
- C. Assesses for roadblocks to recovery as well as additional needs
- D. Develops Master Treatment Plans with the input of the member
- E. Conducts therapeutic individual sessions
- F. Completes discharge summaries
- G. Represents the program in a professional manner to community partners.
- H. Works with the Clinical Team for the best therapeutic approaches and care for each member
- I. Abides by the Code of Ethics for the agency as well as the NAADAC Code of Ethics for addictions counselors.
- J. Manages crises, make the appropriate referrals, and follow protocol
- K. Advocates for recovery

Leads and participates in groups and activities:

- A. Works with other IOP Treatment staff to lead groups that will promote recovery for members.
- B. Works with supervisor to determine outings that promote community integration and recovery. Leads outings.
- C. Meets with IOP/OP members to complete necessary paperwork, to track progress on treatment plan goals, and to develop ways to meet goals.
- D. Leads 3-4 groups weekly. Completes group notes in the POP format for all IOP/OP groups led. Ensures these are submitted timely.
- E. Uses recovery language and demonstrates/models respect for the members.
- F. Will coordinate member's attendance at community 12-step/recovery groups.

Is responsible for completing all aspects of the person's record:

- A. Completes all required documentation in AWARDS as outlined in the documentation grid
- B. Inputs documentation that is signed as required, of high quality, and in a manner that can be clearly understood by members, other staff, and monitoring sources
- C. Maintains member information in a manner consistent with the Confidentiality Policy and Federal regulations regarding Chemical Dependency treatment (CFR 42, part2)

Assists members in employment preparedness:

- A. Ensures that employment is discussed regularly with the members, and that all members interested in employment are referred to the Employment Staff
- B. Assists members who are interested in employment work on their employment goals

Values cultural competence and diversity

- A. Collaborates with staff, members, and the community to gain the perspectives of others having diverse opinions, abilities, values, beliefs, perspectives, and ethnic or cultural backgrounds.
- B. Takes deliberate steps to increase own cultural competency by attending trainings, events, discussions, workshops, etc.

Other Duties:

- A. Attend staff meetings as necessary.
- B. Will complete all trainings annually
- C. Assists members with transportation issues. Coordinates with the IOP/OP Van Driver as necessary.
- D. Participates in parties, member meetings, and other clubhouse activities as they occur
- E. Works on Thanksgiving Day or Christmas Day as scheduled.
- F. Completes other duties as assigned.

QUALIFICATIONS

- Bachelor's Degree in Social Work, Sociology or related field with applicable experience, and/or
- Specialized license or certification that meets skill sets needed for the position (e.g. A&D Certification/CODA/Peer Specialist training)
- Team Player
- Ability to meet deadlines
- Ability to use computer systems
- Ability to relate well with others
- Ability to work in a professional and ethical manner

WORKING CONDITIONS

While performing the duties of this job, staff members are in an office-type environment most of the time. May be outside and may be on outings in the community with the members of the program.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to communicate with members and staff. The position is very active and requires standing, walking, and sitting at a desk.

Must be able to stand, walk and sit regularly and routinely.

DIRECT REPORTS

None

DISCLAIMER

This job description is not intended to be all-inclusive and the employee will be expected to perform other reasonably related duties as assigned. Park Center reserves the right to revise or change job tasks and responsibilities.

The Staff Member's signature below constitutes understanding of the requirements, essential functions and duties of the position.

Employee's Full Name (Please Print)		
Employee's Signature		Date