FAMILY SERVICE COORDINATOR/CLINICIAN (C) - JOB DESCRIPTION

Position Title: Family Service Coordinator/Clinician
Position Status: Full-Time (Non-Exempt)
Position Qualifications: Master’s degree in social work, counseling, or other related therapy; licensed in the state of Ohio through CSWMFT Board. Independently licensed candidates preferred, and/or working towards an independent license upon hire.

Reports to: Clinical Director

Base Pay: Negotiable

Orientation, 45 & 90-Day Review: All new employees are on a 90-day probation period. After 90-days Cornerstone of Hope will meet with the employee to discuss the work environment, goals, and expectations and discuss if the working relationship should continue.

Job Description:
The Family Services Coordinator’s main focus is the families, and individual clients served at COH through Christian programming. An outline of duties is listed below. This list is not meant to be an inclusive list of duties; individuals may be asked to perform other activities while working in this position:

- Schedule and provide individual counseling to clients of all ages.
- Selects approach to use in individual therapy such as directive, nondirective, and supportive therapy and plans frequency, intensity, and duration of therapy.
- Completes charts, treatment plans, discharge summaries, progress notes, assessments, and other chart related documents and correspondence for assigned clients within a timely manner and according to organizational policy. Seeks clinical consultation with clinical team members as necessary.
- Assignment of clients for individual and group counseling to interns and staff.
- Oversees the quality and care of services provided to clients of COH.
- Coordination, oversight, and implementation of support group programs to include: identify facilitators, facilitator liaison, coordinate intake interviews, and facilitator training.
- Assist in developing and reformatting curriculum (i.e. Support Groups, CATS).
- Provide clinical support to students and/or staff, as required.
- Provide referrals for individuals who need more specialized care, to include working with other community resources and referral sources to coordinate services to clients.
- Provides crisis intervention services when requested and necessary.
• Camp participation of all clinicians is required unless otherwise specified.
• Adheres to working evenings in a clinical capacity as needed for the organization.
• Adheres to confidentiality law and procedures at all times.
• Attend regularly scheduled staff and clinical meetings.
• Maintain appropriate state licensure and strive to increase professional growth through ongoing CEU’s and trainings.
• Participate in “Lend me a Hand Program” (i.e. Remembrance Ceremonies, Guest Speakers, etc.)
• Carry out other responsibilities as delegated.