

**IRIS HOUSE, INC.**  
**POSITION DESCRIPTION - CONTRACTOR**

**Position Title:** Clinical Coordinator (Contractor)

**FLSA Status:** N/A

**Incumbent:** TBH

**Department:** Housing

**Reports To:** Program Manager

**Date:** January 2022

**Location:** 2389 Adam Clayton Powell Jr Blvd

---

**POSITION SUMMARY**

In conjunction with the Program Manager the Clinical Coordinator assists in the development of individualized service plans, conduct weekly supervision with staff weekly, read and approve case notes, assist in chart reviews and provide feedback to staff during supervision, ensure charts are properly updated and complete, and schedule staff trainings. She/He also provide assistance as needed in crisis intervention counseling to residents with varied psycho-social histories, including co-morbidity factors of chemical dependency, poverty and other such issues.

**ESSENTIAL POSITION FUNCTIONS**

1. Conducts and documents weekly supervision sessions with the case managers to ensure the coordination of the department's services; to access changes in clients' independent living capacity; to determine the need for additional supportive services and to ensure the delivery of high-quality services.
2. Review service plans, progress notes and case documentation to ensure all services documented properly and that progress is being made toward client/staff agreed upon service goals.
3. Conducts monthly chart review to ensure contractual compliance and quality service provisions. Ensure appropriate documentation is maintained, including case conference documents, progress notes and correspondence. Ensure case conference documents, progress notes, correspondence and other documentation is complete and accurate.
4. Assist is scheduling staff trainings to enhance client services and makes suggestions as to appropriate trainings and trainers to achieve client goals.
5. Serves as the department's consultant on clinical and related program issues by providing advice and counsel. Participates in case conferences as needed to resolve issues and concerns.
6. Participates in the weekly clinical meeting for all case management staff members by planning and facilitating the meeting as assigned.
7. Participates in creating and maintaining a workplace that values diversity and is free of racism, sexism, heterosexism and other discriminatory practices.

**OTHER POSITION FUNCTIONS**

1. Assists with emergencies on an on-call basis.

2. Demonstrates teamwork and open communication.
3. Performs other related duties as assigned.

### **POSITION REQUIREMENTS**

- Education:** Master's degree in Social Work, Human Services or a related field. LMHC or LMSW required.
- Experience:** Two (2) years of experience in clinical program administration, management and/or supervision.
- Other Requirements:** Excellent verbal and written communication skills; and organizational skills.

### **CONTACTS**

- Internal:** Frequent contact with Iris House clients and department staff members; occasional contact with visitors.
- External:** Occasional contact with contract provider and community based organizations and/or other agencies.

**Interested and qualified candidates please email your resume to Nathalie Menard, Program Manager, at [Nmenard@irishouse.org](mailto:Nmenard@irishouse.org)**