

# IRIS HOUSE, INC. POSITION DESCRIPTION

<b>Position Title:</b> LMHC/Clinical Coordinator	<b>FLSA Status:</b> N/A
<b>Incumbent:</b> TBH	<b>Department:</b> Housing
<b>Reports To:</b> Program Director	<b>Date:</b> July 2023
<b>Location:</b> 2389 Adam Clayton Powell Jr Blvd	<b>Salary:</b> \$70,000-\$75,000

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## **POSITION SUMMARY**

In conjunction with the Program Director, the Clinical Coordinator assists in the development of individualized service plans, conducts weekly supervision with staff, read and approve case notes for difficult client cases or those with mental illness, assist in chart reviews and provide feedback to staff during supervision, ensure charts are properly updated and complete, and identify and assist with needed staff trainings. They 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. Participates and assists in coordination of level 1, 2 and 3 case conferencing.

## **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 and accurate, including case conference documents, progress notes and correspondence.
4. Participates in quarterly CQI done by Iris House program evaluation staff.
5. Assist in scheduling staff trainings to enhance client services and makes suggestions as to appropriate trainings and trainers to achieve client goals.
6. Serves as the department's consultant on clinical and related program issues by providing guidance and counsel and referrals to outside agencies.
7. Provides mental health individual and group level counseling to agency clients as identified by program requirements and case management assessments. Develops, implements and coordinates mental health programs for Iris House clients and provides related services.
8. The Clinical Coordinator will be responsible for identifying and creating linkages with external mental health providers.

9. Facilitates a weekly clinical meeting for all case management staff members by planning and facilitating the meeting as assigned.
10. Performs all client biopsychosocials as required by programs.
11. Participates in all case conferences and Incident Review Committee meetings related to clients and assists in resolving any issues and concerns.
12. Intervenes as crisis counselor in situations and refers clients to outside agencies as appropriate.
13. Develop, as qualified, an effective internship program, including supervising MSW clients, with local universities that will assist in providing those services.
14. Participates in creating and maintaining a workplace that values diversity and is free of racism, sexism, heterosexism and other discriminatory practices.
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**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:** LMHC required.
- Experience:** Two (2) years of experience in program administration, management and/or supervision. Two (2) years experience providing clinical services to populations diagnosed with mental health disorders.
- 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 Harry Gibbs, Senior Director of Housing Services, at [Hgibbs@irishouse.org](mailto:Hgibbs@irishouse.org)**