

CATHOLIC FAMILY CENTER JOB POSTING

JOB TITLE: Associate Director of Co-occurring Treatment and Intake
DEPARTMENT: Restart Outpatient
PROGRAM: Clinic

DATE: July 26, 2010

SUMMARY

Under general direction, provides supervision of Co-occurring Treatment Staff and leadership of co-occurring disorder educational initiatives for the behavioral health services pillar. Provides some direct clinical service for clients needing chemical dependency and co-occurring mental health and chemical dependency treatment. Serves as consultant to mental health services regarding development of Co-occurring disorder treatment. Maintains confidentiality and ethical standards as identified by the NYS Education Department, NASW or other relevant governing bodies.

RESPONSIBILITIES & DUTIES

- 1.0 Provides oversight of the Clinical Staff assigned to Co-occurring Treatment and Intake services.
 - 1.1 Provides supervision of program operation and staff directly working with Co-occurring Disorder Treatment and Intake.
 - 1.2 Completes all necessary supervisory and evaluation documentation.
 - 1.3 Provides ongoing clinical supervision and training to designated staff and students placed within the agency.
 - 1.4 Provide educational opportunities to department and agency staff related to co-occurring disorder treatment.
 - 1.5 Oversees case review and treatment team meetings.
- 2.0 Completes integrated psychosocial assessments of alcohol and substance abusing clients to determine appropriate services.
 - 2.1 Performs written psychosocial assessments, completes thorough history to determine appropriate level of care and treatment recommendations.
 - 2.2 Refers clients to internal services or community services as deemed appropriate, advocating on client's behalf when needed.
 - 2.3 Completes all necessary documentation.
- 3.0 Provides treatment for alcohol and substance abusers and their families.
 - 3.0 Provides individual, group or family therapy services within the Co-occurring or Rehab programs to specific program clientele.
 - 3.1 Provides assistance with coverage of assessment or group activities within the department as needed.
 - 3.2 Completes all necessary paperwork related to client services in compliance with Agency and regulatory standards.
 - 3.3 Communicates with appropriate Agency staff, criminal justice agencies and related community organizations to assure coordination of client services.
 - 3.4 Provides necessary case management to assure client participation in treatment and support services.
- 4.0 Participates in relevant Agency and management meetings and activities and assures ongoing development of professional knowledge and skills.
 - 4.1 Attends regular clinical supervision, program and departmental meetings, case review and CFC quarterly meetings.
 - 4.2 Develops clinical skills through involvement in Agency in-service training, conference attendance and supervision sessions.
 - 4.3 Participates in management meetings and opportunities for leadership development.
 - 4.4 Participates in manager on call, treatment coverage coordination, departmental clinical training and other management functions.
 - 4.5 Assists with department organizational functions such as new staff orientation, inter and intra agency participation, support of department director in oversight of departmental activities.
- 5.0 Is aware of and supports the Agency's cultural competence goals, efforts and activities.

6.0 Other duties as requested by supervisor.

MINIMUM QUALIFICATIONS

EDUCATION: Masters in Social Work or Mental Health Counseling

CREDENTIALS: QHP required. LCSW or LMHC credential required and CASAC preferred.

EXPERIENCE: 4 years clinical experience in working in chemical dependency, chemical dependency or mental health counseling. Must have experience working in both mental health and chemical dependency settings. 2 years supervision in chemical dependency and/or co-occurring mental health/chemical dependency treatment. Knowledge and experience in providing training regarding mental health or co-occurring disorder treatment.

RESUMES TO: **Human Resources Department,**
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