*Care Coordinator*

**Position Summary:**

The Care Coordinator is responsible for the coordination and care management of Aware Recovery Care clients. In addition to executing the duties and responsibilities of the Care Coordinator as part of a multidisciplinary Addiction Care Team, this individual also serves to make any other arrangements, whether through ARC or outside providers, that are deemed necessary or beneficial to the overall progression of the client’s health.

**Reports To:**

Care Coordination Manager

**Duties and Responsibilities**

* Admission, care management and discharge of a caseload of clients receiving recovery services in the home.
* Driving to and meeting clients in their home environment. Transporting clients to ARC-related appointments as fit and necessary.
* Assessment and development of an appropriate treatment plan to meet individual ARC client needs with understanding and consideration of client care goals as voiced by the client, making the client a major part of his/her treatment and recovery.
* Regular evaluation of client progress, including crisis intervention as appropriate.
* Submit timely clinical documentation in an Electronic Medical Record (EMR) system.
* Coordination of services with the client, family and all providers involved in the treatment plan.
* Maintain up-to-date education on current addiction treatment trends, including knowledge of Internet and local resources for those with substance abuse.
* Providing advocacy as needed to ensure client knows and understands his/her rights.
* Supervision and delegation of the services rendered to the client by the CRA in accordance with organization policies.
* Identification of client and family needs for services or other community resources and referral for same when appropriate.
* Participation in orientation, teaching and supervision of other client care staff.
* Involvement in self-evaluation and professional development.
* Participation in Case Review, supervision, and continuing education.

**Required Qualifications**

* Must be RN, LPN, LCSW/LICSW, LMSW, LMFT, LPC/LMHC
* One year of professional clinical social work experience or at least one year of professional nursing experience within the past three years.

**Key Competencies**

* Strong assessment skills and holistic health knowledge regarding addiction
* Exemplary motivational interviewing and deep listening skills
* Strong interpersonal and group communication skills
* Ability to collaborate
* Demonstrates patience and adaptability in the face of environment and situation fluctuations
* Resolution-focused with the ability to think critically and creatively
* Working knowledge of supplementary and alternative Addiction Treatment modalities

**Assessed Competencies:**

* Urine Drug Screen competed following manufacturer instructions
* Hand hygiene (Staff member washes hands properly, following ARC and CDC standards)
* Proper use of Service Delivery Kit (following infection control protocol, using barrier appropriately)
* Review Infection Control Policy
* Review Emergency Operations Policy
* Review and sign job description
* Complete Drugs of Abuse module (screening for intoxication and withdrawal symptoms)
* Complete Ethics module
* Complete Treatment Planning module

**Timekeeping and Punching**

* All non-exempt employees are required to use the timekeeping system to record their hours worked. Non-exempt employees are required to clock in/out for time off and other leave tracking purposes.
* Employees should clock in no sooner than five minutes before their schedule shift and clock out no later than five minutes after their scheduled shift. Additionally, employees are required to clock in/out for their designated lunch periods. The length of the lunch period should have the agreement of the employee’s manager. Lunch periods are unpaid time when employees are relieved of all duties. Waiver of the lunch period
* requires prior approval of the employee’s manager. Under no circumstance may the waiver of the lunch period result in overtime work.
* Should an employee miss an entry into the timekeeping system, the employee will notify their manager as soon possible for correction. Employees may not ask another employee to clock in/out for them.
* Accurate time reporting is a federal and state wage and hour requirement, and employees are required to comply. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance.
* Non-exempt employees are not permitted to work overtime or unscheduled time without prior authorization from their manager. This includes clocking in early, clocking out late, or working through the scheduled lunch period.

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Signature Printed Name

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Date