POSITION DESCRIPTION

Title: Partial Hospitalization Program Coordinator

Department: Emergency Stabilization Services (ESS)

Reports To: Director, Emergency Stabilization Services

Date: 3/27/14 revised

POSITION PURPOSE AND OBJECTIVES
The primary responsibility of this position is to supervise the Partial Hospitalization Program (PHP) while providing coordination of service planning, group programming, and risk management for Partial Hospitalization Program clients. The Coordinator is responsible for ensuring the quality of clinical services and delivering both clinical and managerial oversight to the program. The PHP Coordinator is responsible for meeting productivity and maintaining fiscal efficacy.

ESSENTIAL JOB FUNCTIONS
- Directing, managing, and providing clinical oversight to the Partial Hospitalization Program
- Planning and Facilitating group sessions
- Ensure department is meeting productivity
- Review of client referrals to the Partial Hospitalization Program
- Ongoing consultation with client Treatment Team
- Assessing clients on an ongoing basis to determine treatment effectiveness and assess risk factors
- Providing crisis intervention as necessary
- Collaboration and consultation with ESS staff to ensure optimal risk management
- Maintain required productivity expectation
- Complete and submit all fiscal and other required reports
- Ensure the timely completion of all department paperwork
- Manage and assist in providing PHP services daily including weekends and holidays
- Attends staff, supervisory and other meetings as required
- Assist the other ESS supervisors with cross training of all ESS departments including Mobile, CSU, and PHP
- Ensure that all PHP staff are providing assistance to Mobile and CSU when available and as needed
- Ability to react to change and stress productively and to handle other tasks as assigned
- Ability to maintain regular and predictable attendance and punctuality
- Ability to get along with others and work as a team
- Must exhibit the knowledge, skills, abilities, and minimum requirements listed in this Position Description
- Complete other duties as assigned by ESS Director

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:
The employee must exhibit an understanding of diverse mental health and human services and how they contribute to a client leading as full and productive life as possible. They must have a good understanding of the DSM 5, working with clients in groups with Recovery Model approach, and supervisory skills. They must understand the complexities of programming, have good supervisory skills, and an understanding of fiscal efficacy. Personal skills needed include excellent written and oral communication along with the ability to present information and respond to questions from management,
employees, and the general public. Good organization skills, and the ability to work productively with a wide variety of personalities. Sensitivity to different cultures a must. The employee must also have the ability to react to change and stress productively.

WORKING CONDITIONS
Time is spent in an office environment and involves substantial client contact. The individual must be able to speak and communicate clearly, both orally and in writing. Due to the amount of paperwork that is required, the individual must have excellent documentation skills. The employee may be required to sit for extended periods and will spend a portion of their time on the telephone. Must be able to bend, stoop, walk, and lift and push minimal loads at various times. A considerable amount of time is spent documenting in the electronic medical record.

MINIMUM REQUIREMENTS
LSW or LPC. Master’s Degree, LISW or LPCC preferred. Previous experience working in mental health and group work preferred. Must have strong interpersonal skills. Computer skills required, including familiarity with Windows and Microsoft Office. Favorable references and/or evaluations are required.