



Job Description

Get your life back

Job Title	Intake Coordinator Plus (I.C.+)/Counselor
Exempt	Yes
Immediate Supervisor	Regional Manager
Written and Review Dates	2/12/13 8/2014
Written or Reviewed By	Pwalls

Job Summary: Performing Intake Care including patient information collection, and documentation for new and existing patients, facilitation of patient flow, lead group and/or individual counseling, treatment plan development/review, and facilitation of compliance of patient throughout treatment program designed around each individual in order to achieve long term goal of freedom from addiction.

Essential Duties and Responsibilities: include, but is not limited to the following:

1. Providing comfort care to patients and significant other(s)
2. Assuring cleanliness of patient rooms and accessible resource materials
3. Ordering, Organizing and Stocking of educational materials from manufacturers and other resources in collaboration with multidisciplinary team
4. Patient flow coordination with all members of multidisciplinary team
5. Initial Intake and Ongoing Patient Information Collection
6. Required Documentation in an appropriate and timely manner
7. Patient education and observance of induction medication timing
8. Assisting patients in creating realistic goals toward achieving freedom from addiction
9. Ensuring accountability of treatment program/patient compliance
10. Conduct patient counseling and/or coordinate patient counseling
11. Perform and/or direct case management services as needed
12. Act as clinical resource as needed.
13. Assuring compliance with HIPPA and CFR 42 part 2 regulations
14. Patient and Family/Significant Other education – Including, but not limited to, proper and effective administration techniques, management of side effects, proper storage and protection of medication, recovery resources, support group, and counseling information
15. Medication counts and call-in's to pharmacy
16. Urine Drug Screen review and collaboration with multidisciplinary team
17. State Medication Report (KASPER) review and collaboration with multidisciplinary team
18. Collaboration with healthcare providers outside of SelfRefind to assure continuity of care
19. Collaboration with all members of the multidisciplinary team to enhance patient experience and continuity of care
20. Assisting with Physician education/compliance of company policies

Education, Experience, Training, and Licensures/Certifications/Registrations Required:

- Licensure or certification in medical health or social services field including but not limited to RN, CADAC, CSW, LCSW, LPCC, LMFT, or documented evidence of being formally in process from any of the above credentialing boards

Physical Demands/Work Conditions:

- Frequent sitting, standing, and walking for 8-12 hour shifts
- Frequent use of fine motor skills to handle or feel objects, tools, or controls and ability to reach with hands and arms on a regular basis
- Intermittently required to lift objects weighing up to 20 pounds
- Consistently required to talk and/or hear
- Specific vision abilities required by this job include close vision and the ability to adjust focus along with the ability to read, analyze, and interpret procedures and/or instructions
- Some assignments may require ability to have or arrange for dependable means of transportation to other clinic locations, meetings, or community events

Special Attributes/Skills:

- Excellent verbal and written communication skills
- Ability to establish and maintain effective working relationships in a multidisciplinary team environment
- Ability to develop therapeutic relationships with patients
- Knowledge and skill in counseling individuals with addictions
- Understanding of group counseling dynamics
- Ability to assist patients in the change process
- Ability to work with compassion for others regardless of race, cultural background, sexual orientation, religious beliefs, political beliefs, or any other issue that would be a potential therapeutic barrier to helping someone with addiction issues
- Willingness to continue training/education in addiction recovery and therapeutic regimens
- Basic phone/computer/electronics skills (email, Microsoft Word, Microsoft Excel, Internet, Fax, Copier, etc.)
- Ability to effectively present information and respond to questions from patients and other members of a multidisciplinary team
- Ability to continually multitask while maintaining a calm and professional demeanor
- Ability to make simple math computations either manually or by machine
- Ability to use independent judgment in prioritizing and carrying out assigned tasks with minimal supervision
- Flexibility in availability for work which will include weekday, weekend, holiday and evening hours

Comments:

- This is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approvals:

_____ Date: _____
Vice President-Operations

_____ Date: _____
Human Resources Director

_____ Date: _____
Supervisor

_____ Date: _____
Employee