



## **Clinical Coordinator**

### **Position Summary**

The Pathway Home, Inc. (TPH) is seeking a dynamic, mission-driven Clinical Coordinator to join our residential program's treatment team. The person hired for this position will be a mental health clinician licensed in the state of California (LCSW, LMFT, LPCC). The Clinical Coordinator will be responsible for the day-to-day direct care and clinical operations of the program. This position will be instrumental in shaping clinical programming, creating and facilitating group therapy, workshops, and psychoeducational seminars that address mental health issues and bolster the coping strategies relevant to the student Veterans served by TPH. The Clinical Coordinator will also be responsible for developing and overseeing shift responsibilities and providing supervision to social work case manager and residential counselor staff. Additionally, this position will be responsible for engaging in community outreach, developing community resources, planning therapeutic wellness/recreation activities, and coordinating volunteer participation at TPH.

### **Program Overview**

Established in 2008, The Pathway Home (TPH) is a non-profit 501 (c)(3) that has served as a residential community committed to assisting Veterans having difficulty transitioning from military service to civilian life. In its new design, the mission of TPH is to provide post-9/11 Veterans with educational, professional, and clinical support designed to enhance their lives following military service. By offering an integrated wellness program that builds on individual and collective strengths, develops critical tools that promote physical and mental health, and supports academic development and career aspirations, we aim to expand veterans' opportunities for long-term success and improved quality of life.

**Employment Type:** Full-Time, benefitted

Ability to work a flexible schedule, including occasional evenings and weekends.

**Location:** Yountville, CA

**Reports to:** Executive Director

### **Qualifications**

- M.A./M.S. in counseling, social work, marriage and family therapy, or related field.
- An active CA clinical license to practice independently.
- Minimum of 1 year providing direct services to clients in a mental health setting.
- Minimum 2 years of residential program experience preferred.
- Experience working with Veterans, preferably post-9/11, in a mental health setting and familiarity with post-deployment issues strongly preferred.
- Certification in or experience with evidence based (traditional and/or alternative complementary) therapies for PTSD, emotion regulation, insomnia, nightmares, and other mental health issues.

- Some knowledge of CA state Community Care Licensing and Dept. of Mental Health Services regulations governing Social Rehabilitation Facilities helpful.

### **Primary Duties and Responsibilities**

#### Supervisory

- Lead a multi-disciplinary treatment team of 7 staff, ensuring consistent quality care
- Provide administrative oversight, clinical supervision, professional development, and training of treatment team staff in areas of record keeping (shift responsibilities), required documentation, the maintaining of client records, use of EHR.
- Develop and oversee role and shift responsibilities of direct care and clinical staff
- Establish performance expectations of clinical and direct care staff. Conduct annual performance reviews.
- Ensure staff coverage, manage schedules, approve leave for direct care and clinical staff.
- Develop and maintain an on-call pool.
- Co-facilitate staff meetings and lead clinical team meetings for the planning of Admissions and review of all resident treatment plans

#### Clinical

- Contribute to the development of clinical programming to enhance clinical offerings and shape clinical programming at TPH.
- Facilitate clinical groups, workshops, and seminars relevant to resident's need.
- Oversee case management, treatment planning, and discharge planning and provide these direct clinical services to clients as indicated.
- Coordinate and participate in discharge planning, make referrals, work effectively with clients who required intensive case management.
- Formulate clinical assessments, write treatment plans, and provide crisis intervention.
- Participate in milieu and regular clinical team consultation sessions with clients.
- Act as primary supervision for residential clients when no other clinical staff is present.
- Ensure compliance with CA CCL and DHCS Licensing requirements.
- Maintain thorough and accurate records in electronic record system.
- Write reports as required by policy and procedure
- Participate in the provision of 24-hour emergency service coverage for clients

#### Admissions

- Serve on TPH Admissions Team. Attend and actively participate in weekly TPH Admissions meetings.
- Manage the tracking of TPH application receipt
- Oversee the scheduling of and participate in the screening calls and in-person interviews of TPH applicants
- Coordinate and act as team leader in completing all aspects of new resident admissions

#### Community Partnerships

- Develop and cultivate relationships with community partners

- Manage community resource relationships and develop resource file.
- Coordinate volunteer participation of residents in the community and community members at TPH

#### General

- Attend and actively participate in bi-monthly staff meetings and weekly treatment team meetings.
- Work effectively as part of an interdisciplinary treatment team.
- Respond to emergencies in compliance with TPH program emergency procedures.
- Any additional duties assigned as needed related to patient care and facility management.
- Participate on project and committees, and other agency management initiatives as appropriate

#### Proven Skills and Abilities

- Self-starter with ability to thrive in a start-up environment.
- Supportive and energetic team player.
- Ability to work a flexible schedule, including evenings and some weekends.
- Excellent verbal and written communication skills.
- Effective conflict resolution skills.
- Able to respond to crisis in a manner consistent with policies and procedures
- Ability to cooperate and contribute as part of a multi-disciplinary team
- Able to maintain healthy boundaries with clients and staff
- Effective time management and ability to prioritize multiple tasks
- Computer proficiency in Microsoft applications.
- Experience using an EHR. Will be required to learn TPH's EHR system.
- CPR and First Aid certification required
- Valid Driver's License
- Criminal background check, fingerprint imaging, and tuberculosis (TB) clearance required

**TO APPLY:** No phone calls. No employment agencies. Applicants should submit a resume and one-page letter of interest explaining your qualifications for the position and why it appeals to you. Submit to [info@thepathwayhome.org](mailto:info@thepathwayhome.org)

**INFORMATION:** In the subject line type LAST NAME\_FIRST NAME – [Position] Applicant.  
[www.thepathwayhome.org](http://www.thepathwayhome.org)