



COASTAL HORIZONS CENTER, INC. JOB ANNOUNCEMENT

DATE OF NOTICE: July 18, 2017

JOB TITLE: Intensive In Home Team Coordinator

Coastal Horizons Center, Inc., has an opportunity for an Intensive In Home Coordinator, to join our team. In this position you are primarily responsible for the following:

Primary Position Responsibilities:

- Direct, oversee and manage all aspects of a growing Intensive In-Home program and on-going program components reporting to Clinical Supervisor and Program Director related to services, progress, issues, updates and expectations of Intensive In-Home program.
- Oversee training and supervision of Intensive In-Home personnel and staff development.
- Responsible for direct supervision of Intensive In-Home Team Leads regarding all aspects of job description and development of enhanced competency in order to reinforce Best Practice skills.
- Attend Team Lead meetings as needed for purpose of disseminating program information, provide training as related to program components and assessing compliance with program expectations related to billable hours, referral completion and timely completion of clinical assessments, person-centered plan development and client NC TOPPS episode reports.
- Maintain weekly supervision meetings with Team Leads to assess, enhance and achieve skills related to identified goals developed for and with the Team Lead.
- Ensure team's timely completion of required documentation and authorizations and compliance with Local Management Entity and Medicaid guidelines.

Qualifications:

- Graduation from an accredited program with a Master's degree in a human services or related field and two years of progressive substance abuse and/or mental health counseling experience, or an equivalent combination of education and experience.
- Possession of North Carolina licensure as one of the following: LPA, LPC, LCSW, or equivalent
- One or more years supervision experience in mental health services or social services organization

Salary: Commensurate with education and experience. Benefits include health/dental, life insurance, LTD insurance, paid time off programs, 401K retirement savings plan.

PLEASE SEND RESUME & COVER LETTER TO: (NO PHONE CALLS PLEASE)

COASTAL HORIZONS CENTER, INC.
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