

CSC Adopted: August, 2014

**Class Title: Clinical Coordinator**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Assists with the oversight and delivery of services in a defined program area. Provides clinical and/or administrative supervision to staff as assigned. Assists in program development as needed. Ensures program operations follow state and federal regulations.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

| Physical Strength Code |   | ESSENTIAL FUNCTIONS   |
|------------------------|---|---|
| 1                      | S | Provides direct supervision to Clinicians, Counselors, and Case Managers within a defined program. Delivers performance appraisals, corrective actions and assists the Clinical Supervisor in the hiring process.   |
| 2                      | S | Monitors program utilization, measurable outcomes and revenue through observations, clinical chart reviews and available computerized data systems as available.  |
| 3                      | S | Researches best practice, science-based approaches for both educational and treatment services for a variety of target populations. Assists Clinical Supervisor with program development activities.  |
| 4                      | S | Assures compliance with agency policies/procedures regarding the proper maintenance of consumer records to include documentation, treatment planning, service referral and access. Ensures adherence to confidentiality provisions through chart reviews/sweeps, monthly supervision and direct observation of activities of assigned staff/programs. |
| 5                      | S | Assists in researching funding and grants as necessary to maintain viability of the program(s) and provide enhanced service options based on identified need and available resources.   |
| 6                      | S | Responsible for completion of required documentation, including weekly time sheets, a monthly program report and other reports as requested in a timely manner. Reviews productivity reports of assigned staff on a weekly basis.   |
| 7                      | S | Performs other duties as needed by the program.   |

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**CLASS REQUIREMENTS:**

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|--|--|
| Formal Education / Knowledge           | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through six (6) years of college resulting in a Master's degree in a Human Services field; or an equivalent combination of training and experience.   |
| Experience                             | Three (3) years of clinical experience in a management and/or administrative role.   |
| Certifications and Other Requirements  | Valid Driver's License may be required depending on assignment. Must be certified or certifiable in Basic First Aid and CPR.   |
| Reading                                | Work requires the ability to read general correspondence, newsletters, citizen letters, and manuals.   |
| Math                                   | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.   |
| Writing                                | Work requires the ability to write general and technical reports, letters, and correspondence on behalf of the program.  |
| Managerial                             | Managerial responsibilities include managing multiple tasks and coordinating subordinate activities.   |
| Budget Responsibility                  | Assists the Clinical Supervisor in budgeting by applying and researching multiple forms of funding.  |
| Supervisory / Organizational Control   | Work requires managing and monitoring work performance by directing staff, evaluating objectives and effectiveness of staff, establishing goals and priorities, and aligning work and assignments as necessary.  |
| Complexity                             | Work is requires and broad knowledge in a defined specialty area.  |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. |

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary   | X | Light   | Medium  | Heavy  | Very Heavy  |
|---|---|---|---|--|---|
| S = Sedentary<br>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time |   | L = Light<br>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium<br>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy<br>Exerting 50-100 lbs. Occasionally, 25-50 lbs. Frequently, or up to 10-20 lbs. Constantly. | VH = Very Heavy<br>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION   |
|------------------|----------------|---|
| Standing         | F              | Copier, fax machine, filing   |
| Sitting          | C              | Computer, desk work, answering telephone, meetings                            |
| Walking          | O              | To/from office equipment, to/from meetings, to/from distribution of materials |
| Lifting          | O              | Office supplies, files, folders, copy paper, books                            |
| Carrying         | O              | Office supplies, files, folders, copy paper, books                            |
| Pushing/Pulling  | O              | File cabinet drawers  |
| Reaching         | O              | Materials located on shelves  |
| Handling         | O              | Office supplies, files, folders, copy paper, books                            |
| Fine Dexterity   | F              | Computer keyboard, calculator, writing  |
| Kneeling         | N              |   |
| Crouching        | N              |   |
| Crawling         | N              |   |
| Bending          | F              | Filing in file cabinet drawers  |
| Twisting         | N              |   |
| Climbing         | N              |   |
| Balancing        | N              |   |
| Vision           | C              | Computer, desk work, reading, writing, operation of office equipment          |
| Hearing          | C              | Telephone, co-workers, supervisors, patients                                  |
| Talking          | C              | Telephone, co-workers, supervisors, patients                                  |
| Foot Controls    | N              |   |
| Other (specify)  | N              |   |

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Stethoscope, visual acuity tester, audiometer, thermometer, needles, vacutainers, scale, specimen cups, otoscope, telephone, sphygmomanometer, medical supplies, and specialized diagnostic equipment. Fax machine, computer, laser or inkjet printer, standard Microsoft Windows and Office software.

**ENVIRONMENTAL FACTORS:**

|           |                            |                             |                |           |
|-----------|----------------------------|-----------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|----------------------------|-----------------------------|----------------|-----------|

| HEALTH AND SAFETY        |   | ENVIRONMENTAL FACTORS     |   |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards       | N | Dirt and Dust             | N |
| Chemical Hazards         | N | Extreme Temperatures      | N |
| Electrical Hazards       | N | Noise and Vibration       | N |
| Fire Hazards             | N | Fumes and Odors           | N |
| Explosives               | N | Wetness/Humidity          | N |
| Communicable Diseases    | D | Darkness or Poor Lighting | N |
| Physical Danger or Abuse | D |                           |   |
| Other (see 1 below)      | N |                           |   |

| PRIMARY WORK LOCATION |    |
|-----------------------|----|
| Office Environment    | -- |
| Warehouse             | -- |
| Shop                  | -- |
| Vehicle               | -- |
| Outdoors              | -- |
| Other (see 2 below)   | X  |

- (1)
- (2) Medical Clinic, Detention Facility

**PROTECTIVE EQUIPMENT REQUIRED:**

Gloves, goggles.

**NON-PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
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|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS                          |   |
|---|---|
| Time Pressures                                | C |
| Emergency Situations                          | F |
| Frequent Change of Tasks                      | C |
| Irregular Work Schedule/Overtime              | O |
| Performing Multiple Tasks Simultaneously      | C |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work                      | O |
| Noisy/Distracting Environment                 | R |
| Other (see 3 below)                           | N |

- (3)