



## **Burke Job Posting/Job Description**

### **Position Title**

Clinical Coordinator – D.J. - Polk Mental Health Clinic – Livingston, TX

### **Position Number**

P #1368

### **General Description**

The Clinical Coordinator is responsible for providing team leadership and supervision to all clinical personnel. Duties include leading and facilitating the multi-disciplinary treatment team; providing and facilitating emergency and mental health assessments for clients; monitoring the clinical admission and discharge criteria; authorizing, supervising, and maintaining intervention/case management services; and assisting the Service Director in clinical service delivery. Duties also include but are not limited to supervising team leads, mental health clinicians, continuity of care worker, and interns, conducting training sessions, attending community meetings, interviewing staff for vacant positions, and reviewing/analyzing billing reports and other duties as assigned by the Service Director. The position is under the direct supervision of the Service Director.

### **Education**

Required: Master's degree in Psychology, Social Work, Marriage & Family Therapy or Counseling from an accredited college or university

### **Experience**

Required: At least one (1) year of full-time direct care experience working with consumers in a community mental health/medical setting

Preferred: At least one (1) year of team leadership experience in a community child & adolescent mental health center/medical setting

### **Licenses/Certifications**

Required: Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT) or Licensed Clinical Social Worker (LCSW), with the State of Texas

**Individuals seeking licensure will be considered.**

Required: Valid Texas Driver's license

### **Special Requests or Comments**

Required: Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and First Aid training modules.

Required: Must have a driving record insurable by Burke's insurance administrator

### **Physical Requirements**

Required: Sight, hearing, talking, lifting up to 25 pounds, prolonged standing, walking, driving a vehicle, and hand/finger dexterity

### **Hours**

Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. After hours as necessary.

### **Salary**

Based on experience and qualifications

### **Notice to All Prospective Burke Applicants**

Burke does not discriminate on the basis of race; color; gender; sexual orientation; national origin; religion; age; mental, physical, or sensory disability, unless these are bonafide occupational requirements for a position.

Applications are now being accepted for the vacancies listed and will be accepted until these open positions are filled. Qualified applicants will be considered on a first-come, first-serve basis. All applicants for employment will be required to produce as a part of the application process, proof of employment authorization and positive proof of identification.

Acceptable proof of employment authorization includes:

- 1) United States Passport (with photograph)
- 2) Certificate of Naturalization
- 3) U.S. Birth Certificate
- 4) Resident Alien Card
- 5) Social Security Card
- 6) Driver's license with photograph
- 7) Other identification document with a photograph

Only applications submitted with a specific numbered position listed will be considered.

Physical requirements listed in positions will be discussed in detailed at time of interview.

Criminal convictions that would have relevance to the job being applied for may make you ineligible for employment in that position. The names of all prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Applicants for positions requiring driving must have driving records insurable by our insurance carrier. Driving records will also be checked through the Texas Department of Public Safety.