

JOB POSTING: Clinical Site Coordinator – Massillon Outpatient Office

CommQuest is currently seeking a CommQuest is currently seeking a **Clinical Site Coordinator** for our **Massillon Outpatient Office**. The **Clinical Site Coordinator** position coordinates the operation of the agency's clinical program wherever site-specific oversight is warranted. The Clinical Site Coordinator must demonstrate strong organizational and leadership skills with knowledge and experience in monitoring clinical compliance.

Full-Time Benefits!!!!!!

- 80 hours annually of PTO (paid time off)
- 80 hours annually of sick time
- 16 hours annually of Mental Health/Personal leave
- Ten paid holidays on an annual basis
- Health, Dental, Vision insurance, etc. – eligible first of the month following start date
- CommQuest 403b with employer match
- Workshop/CEU and licensure reimbursement annually

Job Duties include:

- Provides administrative and clinical supervision to all assigned staff.
- Establishes, monitors, and enforces staff productivity expectations using collaborative and strengths-based approaches.
- Conducts monthly meeting with staff to provide administrative support and supervision and continue program quality improvement efforts.
- Coordinate's the site's Major Unusual Incident reports.
- Provides site coverage in the event of an emergency situation.
- Monitors clinical record compliance and adherence to clinical protocols for site's various departments.
- Collaborates with all other clinical staff to ensure quality coordinated care is provided.
- Participates in Case Record Review and monitors follow through for corrective action.
- Participates in the Morbidity and Mortality Review process.
- Communicates agency and department information to site staff as needed.
- Maintains a reasonable caseload, agreed upon by Coordinator and Chief Clinical Officer.
- Meets CommQuest Services productivity standard guidelines.
- All other duties as assigned.

Minimum Qualifications:

- Minimum of a Master's degree in Counseling, Social Work, or Psychology is required.
- *Minimum licensure* of **LPCC** or **LISW**, with an **LPCC-S** or **LISW-S** highly preferred.
- Previous management, supervisor, and/or leadership experience is highly desired.
- Must have a team approach and have the ability to motivate staff in a supportive manner. Previous experience with EHR systems and/or NextGen is a plus.

Interested parties, please send Resumes to: HR@commquest.org or call 330-452-9155. Please include which position you are applying for in the subject line of the email.

We are an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

www.commquest.org

Wage range: \$55,000 to \$57,740