

JOB POSTING: Clinical Site Coordinator – Wilson Hall

CommQuest is currently seeking a **Clinical Site Coordinator** for **Wilson Hall**, our Men's residential treatment facility. The **Clinical Site Coordinator** is responsible for the administration and oversight of clinical management, facility management, personnel management, fiscal management, program design, program implementation, and program standards compliance at Wilson Hall.

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:

- Provide administrative and clinical supervision, as well as leadership for Wilson Hall staff. Includes responding to personnel issues, facilitating regular staff meetings, identify training needs, participate in staff development, etc.
- Provide financial oversight by participating in annual budget preparation, preparing quarterly outcome reports, and reviewing financial results and productivity reports. Responds to needs and corrective action(s) revealed in financial reporting.
- Coordinates on-site treatment services including monitoring services provided, ensuring services are in compliance with state standards, and implementing necessary program revisions.
- Participates in the continuous quality improvement process.
- Participates in the completion of grant or funding applications.
- Responsible for program design and implementation.
- Must have an understanding of ASAM criteria and medical necessity.
- Demonstrates honest and respectful communication in order to optimize a trauma informed care environment which includes emotional, psychological, and physical safety.
- All other duties as assigned.

Minimum Qualifications:

- Minimum of a Master's degree in Clinical Counseling, Social Work, or a related field is required.
- Current LPCC-S or LISW-S license through the Ohio CSWMFT Board is required.
- Three or more years' of supervisory experience is highly desired.
- Previous experience with quality assurance, policy development, and staff supervision is a plus.
- Knowledge of criminal justice system is highly desired.
- Knowledge of theory and practice within a residential AoD setting is preferred.
- Must demonstrate effective communication skills with staff, clients, leadership, and outside agency contacts.

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: \$62,000 - \$68,000, plus \$6,000 sign on bonus