

AMERICAN BEHAVIORAL HEALTH SYSTEMS, INC. (ABHS)

DEPARTMENT – ADMINISTRATION

JOB DESCRIPTION

Position Title: Therapeutic Community Coordinator

Job Type: Full-time/Hourly

Reporting to: Clinical Supervisor

Job Summary:

The Therapeutic Community Coordinator will provide leadership and direction regarding the Therapeutic Community for both staff and clients. This position will facilitate all Therapeutic Community processes while ensuring the health, safety, and welfare of clients according to agency policies and existing laws.

Responsibilities:

- Facilitate and direct all Therapeutic Community activities.
- Ensure compliance with all contractual and state required regulations.
- Communicate with on-duty staff to ensure standards compliance.
- Participate in training all care team and clinical staff as needed.
- Monitor and evaluate client progress as it relates to the Therapeutic Community and provide written reports to clinical staff.
- Ensure knowledge of all ABHS policies and procedures.
- Convey pertinent information to the Administrator and relevant clinical staff effectively and in a timely fashion.
- Make all Therapeutic Community-related decisions in the client and community's best interest in upholding the quality and integrity of the company.
- Ensure staff and clients attend to their job functions as they relate to the Therapeutic Community.
- Meet all ABHS clients' needs with dignity and respect in a timely manner.
- Respond to directives from the Administrator, Director, or Program Manager in a professional and cooperative manner.
- Ensure compliance with state and federal regulations through maintaining licenses, training, and certificates.
- Adhere to client confidentiality laws and ensure no unauthorized information sharing.
- Understand and adhere to all ABHS policies, contractual obligations, and state and federal regulations.

Qualifications:

- High School Diploma or Equivalent.
- Working knowledge of the Therapeutic Community philosophies and processes.
- Strong computer skills.

Physical Requirements:

- Ability to handle moderate to loud noise.
- Comfortable in large groups.

Work Environment:

- Moderate noise (inpatient residential treatment facility, light to moderate traffic).
- The work environment is a healthcare facility that may include exposure to infectious materials, hazardous substances, and odors.

This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.