

TURNAROUND, INC.

Job Description

Position: *Clinical Coordinator*

Department: Residential

Reports to: Director, Residential Program

Location: *Arnold, MD*

Classification: Exempt

Starting Salary: \$60,000 (based on credentialing and years of experience)

Summary:

The **Clinical Coordinator (CC)** is responsible for ensuring the successful delivery of services through the coordination of multi-system involvement and meeting programmatic requirements. The CC ensures that the educational, medical, emotional, and social needs of each child in the residential program are met and provides or coordinates social services for each child. The CC oversees the care and wellbeing of participants in the residential program and is part of a team that provides counseling, case management, and care coordination to child residents who have experienced victimization and exploitation through human trafficking, following COMAR regulations 14.31.06 and Residential Child and Youth Care Practitioner standards for Maryland.

Essential Duties and Responsibilities:

- Oversee all aspects of service coordination and client care for all residents.
- Manage all intakes, admissions, discharges, and facilitate aftercare support plans.
- Meet regularly with each resident and their family member/guardian as outlined in policy and procedures.
- Provide individual counseling services to child residents as needed.
- Initiate and complete skill assessments.
- Develop and sign off on individual service plans and coordinate treatment team meetings for each resident; update service plans as needed.
- Train residential staff to implement each child's service plan.
- Ensure all child residents receive or are linked to necessary and recommended services.
- Coordinate family member/guardian visitation plans and home visits to support service plan reunification and transition goals.
- Serve as a liaison to follow up on connections to external referrals, transportation supports, social services, extracurricular activities, educational services, and medical and mental health care.
- Coordinate and serve as a liaison between the residential program and external systems, including Social Services Administration, Anne Arundel County Public School system, and juvenile services and court systems if applicable.
- Participate in weekly supervision and program staff team meetings.

- Ensure all policies and procedures are followed per COMAR regulations and licensing standards related to case management services and files.
- Maintain files, forms, and other documents electronically or in physical format for each resident confidentially and in an orderly fashion.
- Document all necessary information related to service plans and data for reporting purposes, funding sources, and other entities as assigned.
- Complete all required and recommended training and engage in professional development opportunities to enhance skills and knowledge in the role.
- Represent the residential program during resident court proceedings and in other settings with constituents and partnership agencies as appropriate.

Minimum Qualifications:

- Must be 21 years of age or older.
- *Must be a licensed social worker per Health Occupations Article, Title 19, Annotated Code of Maryland. Minimum Maryland social work license accepted is LBSW.*
- Will also accept candidates who are licensed nurses under Health Occupations Article, Title 8, Annotated Code of Maryland.
- You must possess a valid driver's license.
- Must comply with agency policy on driving record history and criminal history/background check clearance.
- Must complete the required medical screenings and provide medical clearance documentation.

Work Conditions:

The position involves exposure to vicarious trauma and victim trauma response by working with residents impacted by sexual and other forms of violence and trauma. Other risks include exposure to physical and verbal abuse, narcotics, alcohol, pests, and Bloodborne Pathogens. Flexibility is required to provide direct supervision to residents in the residence if needed, transport residents to needed services, and transport family members when appropriate.

Travel:

Local travel is expected. You must possess a personal vehicle as transportation is necessary for community travel.

Certificates, Licenses, Registrations:

Must complete all required training following COMAR Regulations 14.31.06 and as outlined by TurnAround policies and procedures within the established timeframe upon hire.

Physical Demands:

- Routine office mobility.
- Occasional lifting of boxes or items and loading them on and off carts and in and out of vehicles.
- Sustained posture in a seated position for prolonged periods.
- Must have a valid driver's license and possess a personal vehicle.

Benefits

- Holiday Pay: Enjoy paid holidays as part of our comprehensive benefits package.
- Vacation Time: Generous vacation time to support work-life balance.
- Paid Sick Leave: Sick leave for personal illness or to care for an immediate family member.
- Paid Time Off (PTO): Additional PTO to ensure you have the flexibility you need.
- Medical, Dental, and Vision Insurance: Company-paid plans to ensure your health and well-being.
- Retirement Plan: Company matches retirement plans to help you save for the future.
- Long-Term and Short-Term Disability: Coverage to support you in case of extended illness or injury.
- Employee Assistance Program (EAP): Access to confidential counseling and support services.

Note: Benefits for part-time employees may differ from those offered to full-time employees.

TurnAround Inc. is an equal opportunity employer, embracing diversity, inclusivity, and a mission-driven culture.