

job description

**JOB TITLE: Clinical Compliance**

PAY CODE: \_\_\_S-18\_\_\_\_\_\_ REVISION DATE: \_\_01/2024\_\_\_\_\_\_\_

**REPORTS TO: Chief of Staff**

**OVERVIEW:**

Responsible for oversight of clinical operations, ensuring compliance with all state and billing requirements.

**ESSENTIAL FUNCTIONS:**

* Clinical supervision and training
* Review all documentation compliance (i.e. assessments, treatment plans,

progress notes, and crisis documentation.)

* Provide support with crisis management team protocol, strategies, and post

mortem evaluation processing for SI/HI clients

* Implement training for CCSS staff on BHSD requirements for client care

***Other Duties & Responsibilities***

1. **Critical Incident Report management/training on CIR procedure as needed**. Track crisis type/ensure that CIR has been routed to the correct source by checking client’s Category of Eligibility through the Medicaid portal. (i.e. training materials, CIR tools with decision flow chart)
2. Develop and implement standard operating procedures for clinical staff. (i.e. focus on staff roles and expectations to fulfill program requirements)
3. Culture development and reinforcement of HopeWorks’ mission and philosophy.

**EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:**

1. Masters’ Degree in Social or Behavioral Sciences.
2. Must be an independently licensed clinician in good standing with the State of NM licensing board (LISW, LCSW, LPCC, LMFT), must be able to provide supervision for non-independently licensed staff.
3. At least two years’ experience with severe disabling mental illness population and homeless adults.
4. 1 year of management preferred.

**OTHER REQUIREMENTS**

1. Good organizational management and communication skills in working with colleagues, staff, agencies, and community members. Prioritizing and meeting deadlines.
2. Demonstrate sound clinical judgment with strong administrative problem-solving skills.
3. Demonstrated work with homeless and near homeless populations.
4. Demonstrated strong interpersonal and team building skills in working with complex environments.
5. Willingness to cultivate and support HopeWorks’ mission, vision, and values.
6. Good computer skills to include: Microsoft Office, Word, Excel, and other database programs.
7. Must have a valid driver’s license with reliable transportation and good driving record. Meet HopeWorks’ insurance carrier coverage requirements.
8. Bilingual helpful.

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Signature Date