

# EMCMHC

## Job Description

**CLASS TITLE:** Treatment Coordinator

**FLSA:** Non-Exempt

**DEPARTMENT:**

**Salary Range:** \$19.50 - \$22.00/hour

**ACCOUNTABLE TO:** CEO

**PRIMARY OBJECTIVE OF POSITION:** This member has training in social work, psychology or education and clinical skills to provide treatment, rehabilitation, and support services to detention center inmates, working with each to ensure they receive the right care at the right time by coordinating services and referrals and tracking clinical outcomes.

### **ESSENTIAL JOB FUNCTIONS:**

- Works with detention center inmates to identify social factors that may impede their treatment (e.g., insecure or unsafe housing, lack of transportation, or food insecurity);
- Helps navigate the client and family toward community resources that can help address these factors;
- Coordinating and implementing care plans;
- Advocating on the client's behalf;
- Facilitating access to needed services;
- Guiding clients through community resource options; and
- Assisting clients in reducing barriers to community reintegration upon release;
- Communication with human service agencies, law enforcement officials, judicial systems, and community members

**SUPERVISION – RESPONSIBLE FOR WORK OF OTHERS:**

None

### **EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree in social work or other closely related field
- One-year experience working in the mental health field
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment; and
- Must possess a valid Montana Operator's License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

### **EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Is required to handle confidential information, must be trustworthy, and responsible for keeping confidential information safe; and
- Commitment to using collaborative, effective, and innovative strategies and resources
- Detailed data collection and submission of quarterly report that match goals and objectives of strategic plan.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

**Revised 5/16/2023**