

**ASIAN PACIFIC DEVELOPMENT CENTER**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Coordinator of Clinical Services</b>
<b>Classification:</b>	<b>Salary, Exempt</b>
<b>Reports To:</b>	<b>Director of Behavioral Health Services</b>
<b>Program/Dept.:</b>	<b>APCHD</b>
<b>Salary Range:</b>	<b>\$</b>

**I. PRIMARY PURPOSE AND FUNCTION**

1. Program Coordination: Coordinates clinical referrals and information to and from APCHD; arranges single payor agreements with insurance companies; helps ensure that programs and services meet standards and requirements of Medicaid/Medicare, OBH, and other funding agencies. These programs include, but are not limited to behavioral health services for adult, elderly, child and family mental health services, psychiatry, and clinical assessment services. Coordinates quality assurance reviews in-house and with external agencies. Helps ensure that the clinic is following quality assurance procedures.
  
2. Personnel Supervision and Development : Supervise clinical staff and clinical practicum students, as appropriate. Makes recommendations to the Director of Behavioral Health Care Services regarding personnel needs. Assists with arrangements for in-service training and attendance at relevant workshops and conferences.
  
3. In-house Program Coordination: Coordinates program elements within the behavioral health clinic, and insures appropriate communication with AuMHC departments (billing, compliance, IT for CCARs) and with APDC integrated care departments.
  
4. Inter-Agency Program Coordination: Assists in maintaining communication with external providers, contract agencies, and the State Office of Behavioral Health.
  
5. Assists in developing program goals and objectives, and makes recommendations for strategic planning for APCHD.

6. Provides psychotherapy and skills training services, clinical evaluations for Medicaid/Medicare, and/or other clinical services, as appropriate. Population is largely non-English speaking, Asian American Pacific Islander (AAPI), refugee, immigrant.
7. Provides community education and information, consultation and community organization activities as needed, and if appropriate.
8. Provides other tasks and duties as assigned and in consultation with the Director of Behavioral Health Care Services.

## II. SKILLS/REQUIREMENTS

**Education and Experience:** Master's degree in psychology, social work, counseling or in a related field. Prefer at least five years of direct clinical experience, and clinical supervisory experience.

**Licenses and Certifications:** Must be licensed in a mental health field or license-eligible in the State of Colorado.

**Qualities Preferred:** Excellent oral and written communication skills; demonstrated ability and facility in understanding and working with systems; demonstrated understanding and work experience in a community mental health center/clinic; depth of clinical experience in psychotherapy, clinical assessment, clinical case management, crisis intervention with a variety of populations, specially Asian American/Pacific Islanders, refugees, immigrants, community mental health, integrated care, trauma. Familiarity with clinical chart reviews and quality improvement process; knowledge of Medicaid/Medicare system as well as private insurance.

**Applicant should possess:** Excellent oral and written communication skills; ability and facility in understanding and working with systems; clinical experience in individual, group, and family therapy, intakes, clinical case management, crisis intervention with diverse ethnic populations; working with an integrated care/ multidisciplinary team.

If interested, please forward resume and cover letter to: [EriAsano@apdc.org](mailto:EriAsano@apdc.org)

With the subject line: **Coordinator of Clinical Services**

Position open until filled. Equal Employment Opportunity. The Asian Pacific Development Center does not discriminate on the basis of race, color, creed, nationality, sex, age, or disability. The Asian Pacific Development Center is a 501(c) 3 community-based organization that has been operational since 1980.