

Preparing our community to meet life's challenges.

JOB DESCRIPTION

POSITION TITLE: IOP Specialist
DEPARTMENT: Behavioral health
FLSA STATUS: Exempt

GENERAL DESCRIPTION OF DUTIES

The Intensive Outpatient Specialist is responsible for the coordination of intensive clinical treatment to individuals requiring tools, motivation and monitoring to reduce risks in substance use and or mental health.. This individual provides specialized group and/or one on one counseling services to individuals with Substance use and or co-occurring disorders. Strong background on substance use, Stages of change and cognitive behavioral therapies.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develop and run a structured curriculum based intensive outpatient program that provides skills and motivates individual to recover.
- Facilitates strong innovated, culturally diverse thinking and aptitudes to adjust to the population and interests of the group.
- Educates group on risk factors of behaviors to facilitate change in thinking.
- Accesses and provides diagnostic evaluations to patient and referral sources.
- Reports to Judicial or Dept of correction patient progress
- Supervises patients in the facility.
- Ensures adherence to infection control practices.
- Participate in regulatory Audits and or funders.
- Manages IOP caseload active / Discharge caseload in a timely basis.
- Ensure referrals and support services are made to outside programs for medical intervention if applicable.
- Provides counseling services to Substance Use/Mental Health individuals with co-occurring conditions.
- Orients new clients to treatment program(s).
- Conducts and participates in treatment planning with BHS team .
- Provide patients with information about the Agency programs.
- Develop, implement, and evaluate a comprehensive treatment plan with each patient maintaining regular contact. Assesses patients in order to formulate treatment needs
- Provide weekly office visits to program participants as applicable.
- Oversee urinalysis screening as required by program and/or funder.
- Provide assistance and education in activities of daily living, support for employment/training search and job coaching.
- Complete and maintain required paperwork and records on required systems advance MD, DDAP.

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- Maintain patient/client confidentiality.
- Provide on-going liaison, referral and advocacy for Patients.
- As part of professional development attend all trainings and meetings as assigned.
- Participate with community providers as it relates to programs contents area.
- Completes referral progress reports and/or closing/discharge summaries
- Maintains and disseminates listings of local AA, NA and CA meetings as needed

ADDITIONAL JOB FUNCTIONS

- May require use of crisis intervention
- Attend a minimum of credentialing hours of substance abuse related training per year.
- Participation in planning and implementing a minimum of one monthly group activity for program participants, including but limited to: life skills, education, empowerment/support recovery groups,
- Complete yearly mandatory training including confidentiality and HIPAA compliance.
- Conducts presentations for/at assigned prison regarding program resources.
- Perform other duties as assigned.

MINIMUM TRAINING EXPERIENCE AND MEDICAL CERTIFICATIONS

Master Degree in Social Work (Must possess CT license) or related field from an accredited institution. Preferably LCSW, LMSW, LADC, LPC. Knowledge of Human Services, Criminal Justice, Court systems, substance use and target population(s) a must. over three (3) years of experience with substance use. Thorough knowledge co occurring disorders and of social services in Hartford with the demonstrated ability to work in collaboration with other service providers required. Experience in facilitating groups and counseling background strongly preferred.. Experience working with participants from diverse ethnic and economic backgrounds with the ability to interact and communicate effectively. Proficient in databases, MS Office, written reports and maintenance of case notes. Strong organization, motivational, time management and interpersonal skills. specialized training with HIV/AIDS, Drug and Alcohol Abuse and/or counseling, Domestic Violence and/or any other applicable training related to field of work preferred. Must be available to work evenings, weekends, and other shifts as assigned. There are no "permanent" schedules and may be changed to accommodate program needs. Valid driver's license and reliable vehicle required .ng. A medical and/or physical examination, including a Tuberculin test is required prior to appointment.

ADA COMPLIANCE

Physical Ability: Tasks involve sedentary to light work, involving some reaching, handling, fingering and/or feeling of objects and materials.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

EMPLOYEE SIGNATURE

DATE

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Signature indicates agreement with contents herein as being an accurate description of position duties and responsibilities.

IMMEDIATE SUPERVISOR SIGNATURE

DATE

Signature indicates agreement with contents herein as being an accurate description of position duties and responsibilities.

Community Renewal Team, Inc. is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Community Renewal Team will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.