

TREATMENT COORDINATOR

DEFINITION: Under general supervision, performs work of considerable difficulty in developing, coordinating and implementing treatment plans for children and families; ensures professional treatment services are provided by clinical providers; participates as treatment team member and coordinates approved treatment with other teams; coordinates and monitors child's progress; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Develops, coordinates and implements the treatment plans; updates treatment team according to required timelines; ensures the timely completion of all intake documents, i.e., intake/screening, comprehensive assessment (bio-psychosocial); works closely with Arizona Health Care Cost Containment Systems (AHCCCS); supports and enhances the child's relationship with the family of origin or adoptive family members unless contraindicated by the treatment plan, restricted by the child's therapist for good cause and documented in the treatment plan, or otherwise directed by the court of the child's legal guardian; involves the child's parent(s) in treatment team meetings, plans and decisions affecting the child; keeps them informed of the child's progress unless prohibited by the courts or otherwise contraindicated and clearly documented in the treatment plan; maintains contact with parent(s) of child.

Conducts home visits to meet with patients/parents and to observe their interactions in the home and outside the home; provides contact according to treatment plan; assesses and monitors patient's progress; when clinically increases and/or decreases frequency of sessions as determined by treatment, i.e., discharge, emergency or crisis intervention when the patient is at risk; documents all activities on a daily basis utilizing the SOAP method and measurable and observable goals/objectives which determine progress and/or setbacks in treatment; indicates frequency and time frame for positive outcomes.

Provides parenting information and psychological education for parents/guardians; makes presentations to schools, communities, etc.; advocates and coordinates needed services available with the Navajo Nation based on assessment of Navajo children and their family needs; obtains resources/services for patients; follows up on resource/services for patients; participates in case staffing, multidisciplinary teams and partnership meetings to dialogue to acquire new resources; assesses patient's needs i.e., mental health, psychotherapy, medication and transportation; participates in clinical supervision meetings, in-service training and staff meetings; administers program in accordance with applicable standards, laws and certification requirements; provides support and consultation to treatment of Navajo children and their families and treatment team members.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles and practices of psychology, clinical social work, family systems and the rehabilitative therapies.

Knowledge of case management and intervention activities.

Knowledge of the Navajo tradition, culture and language.

Knowledge of management information systems.

Skill in providing care appropriate to the age of the patient/client served.

Skill in interviewing and psychological/developmental evaluation.

Skill in establishing and maintaining confidential records.

Skill in conducting group and family therapy.

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- Skill in developing and implementing therapeutic techniques.
- Skill in interacting with patients from various social, economic, cultural, spiritual and psychological backgrounds.
- Skill in verbal and written communications and interpersonal communications.
- Ability to provide competent clinical diagnosis, care and treatment.
- Ability to coordinate psychological treatment activities with other agencies and programs.
- Ability to formulate and manage a multi-disciplinary patient treatment program.
- Ability to show sensitivity and compassion to patients and lead and inspire others in clinical practices.
- Ability to provide cohesion, leadership and administrative competence to treatment team.
- Ability to apply the principle of behavioral sciences to individual and group behavior.
- Ability to establish and maintain effective working relationships with others.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office, school or home-based setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Social Work, Psychology, Child Development; and two (2) years of experience working directly with children with trauma.

PREFERRED QUALIFICATIONS:

- A Master's degree in Social Work.
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.