

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**POSITION:** **Clinical Care Coordinator (LPC, LICSW, LMFT)**  
**DIVISION/OFFICE:** **Community Health Division, Comprehensive Treatment Center**  
**BULLETIN No:** **14042021**  
**SALARY RANGE:** **\$50,000-\$60,000 (Commensurate with experience)**  
**OPENING DATE:** **April 30, 2021**  
**CLOSING DATE:** **Open until filled**  
**FIRST SOURCE:** **RM-15-HCA-STATS-000-BY04-CPS**

**MAJOR DUTIES:**

Manage a case load of up to 75 clients utilizing the DSM-5 and ASAM criteria. Assess psychological and sociological background of clients to contribute to the appropriate treatment plan, care coordination and aftercare planning.

**BRIEF DESCRIPTION:**

Conduct interviews during the admission process and produce Diagnostic Assessments utilizing the DSM-5 and American Society of Addiction Medicine (ASAM) criteria. Develop and keep up-to-date individual treatment plans for each client on their caseload. Provide direct therapy services to clients and families and individuals with co-occurring disorders. Monitor and manage a case load of up to 75 clients utilizing the current DSM and ASAM criteria. Develop progress notes on clients that adhere to goals and objectives of Treatment Planning. Facilitate evidence based specialized groups with up to fifteen (15) clients in various phases of treatment to ensure quality service delivery. Develop routine reports i.e. weekly, monthly etc. on assigned client treatment records and prepare reports on all treatment activities and discharge plans and ensure accuracy of patient records prior to closing the treatment record. Provide services in accordance with District of Columbia Municipal Regulations, Department of Behavioral Health (DBH) Human Care Agreement and Federal Substance Abuse and Mental Health Services Administration (SAMHSA) guidance. Participate in contract compliance activities, including monitoring and audits, and ensure compliance with contract obligations.

## Clinical Care Coordinator OPPORTUNITY!

UPO’s Comprehensive Treatment Center (CTC) is an outpatient substance abuse treatment facility that provides both medical and behavioral services, including methadone maintenance, client education, employment and housing support, and individual, group, and family counseling.

We help individuals with opioid addiction improve their quality of life and become responsible members of their families and communities.

CTC also offers specialized group sessions on such issues as tapering and abstinence, behavioral health, anger management, grief and loss, relapse prevention, and stabilization.

CTC is open Monday through Saturday. Call 202-682-6599 for center hours, location, admission procedures, and other information.

CTC is nationally accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF), licensed by the U.S. Drug Enforcement Administration (DEA), and certified by the DC Department of Behavioral Health (DBH) and the U.S. Substance Abuse and Mental Health Services Administration (SAMHSA).

**MINIMUM QUALIFICATIONS:**

Master's degree in counseling or behavioral health field and at least 4 years of experience in the behavioral health field. Certification in the District of Columbia as a Licensed Professional Counselor (LPC) or Licensed Independent Clinical Social Worker (LICSW) or Licensed Marriage Family Therapist (LMFT). Ability to effectively use Microsoft Office programs. Possess effective organizational and communication skills, both written and verbal.

**DESIRED QUALIFICATIONS:**

Three-five (3-5) years of experience in opioid addiction treatment and electronic medical record systems.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

**This is a Safety Sensitive position.**

**NHSC Sites Offers THE SUBSTANCE USE DISORDER (SUD) WORKFORCE Loan Repayment Program PROVIDES UP TO \$75,000 to qualified health professionals working in underserved areas to expand access to SUD treatment and prevent overdose deaths. UPO CTC is an official NHSC Site.**

**This position IS in the collective bargaining unit of the CWA Union.**

**ALL VISITORS TO UPO FACILITIES**

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities**

**To be considered for this position:**

**Submit your resume to [upojobs@upo.org](mailto:upojobs@upo.org).**