

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 to view all of our vacancies and to learn more about our company and services.

POSITION: Clinical Care Coordinator (LPC, LICSW, LMFT, LGPC)
DIVISION/OFFICE: Community Health Division, Comprehensive Treatment Center
BULLETIN No: 14042021
SALARY RANGE: \$50,000-\$60,000 (Commensurate with experience)
OPENING DATE: December 3, 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.

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), Licensed Graduate Professional Counselor (LGPC), Licensed Independent Clinical Social Worker (LICSW), 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.

As an approved NHSC and STAR LRP site, qualified health professionals are eligible to apply for tuition reimbursement of up to \$75,000 or \$250,000 for their participation in the NHSC Loan Repayment Program or Substance Use Disorder Treatment and Recovery Loan Repayment Program (STAR-LRP)

This is a Safety Sensitive position.

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.