

TITLE: Clinical Coordinator

ORGANIZATION: WV MEDICAL PROFESSIONAL HEALTH PROGRAM Inc (WVMPHP)

ROLE: Full-Time Employee

REPORTS TO: Administrator and Medical Director, WVMPHP

Travel: Various educational activities throughout the year/locations
Annual Addiction Conference
& Case Management Committee Meeting In-Person Meetings (2)

ABOUT WVMPHP: The WV Medical Professionals Health Program is a nonprofit 501(c)3 charitable corporation. The WVMPHP is dedicated to supporting the health and well-being of physicians and healthcare professionals who may be at risk of substance use disorders and mental health conditions which may impact the practice of medicine. See more information at wvmphp.org.

The position is full-time. Some travel is to be expected for educational presentations, annual conferences and case management in-person meetings. The position reports to the Administrator and the Medical Director.

POSITION SUMMARY: Full-time, salaried position. Works in collaboration with the Medical Director and staff, providing initial intake interviews, obtaining collateral data, maintain discussions with participants, coordination of evaluation/treatment center services including discharge planning, policy development, and oversees case managers in the monitoring of compliance, associated processes involved and addressing participation inquiries. Position also includes measuring quality assurance and assisting the Medical Director in providing education/lectures related to substance use disorder (SUD), mental health, stress, burnout, and the PHP. Position requires some travel. Other related program activities as may be assigned. This is a non-treatment position, in that there is NOT a provider-patient relationship; (*Core case management function from both clinical and administrative perspectives, as distinguished from a direct treatment role in providing services to program participants*). The annual compensation for this position \$65,000+ depending on qualifications, experience and skills, plus benefits with the opportunity for growth.

RESPONSIBILITIES INCLUDE:

1. Assist the Medical Director in consultation for callers related to any concerns about a healthcare practitioner, with a new intake including interview, obtaining collateral information and completion of appropriate screening assessments. Provides insight into recommendations of evaluation and/or treatment needs.

2. Collaborates and maintains excellent communication skills (verbal and written) necessary in communicating with participants, the workplace/employer/medical schools, evaluation/treatment providers, insurance companies, credentialing bodies and licensure boards.
3. Maintains own “case load” with supervision of case management staff, including coordination of participant care from time of intake through evaluation and/or treatment to discharge and PHP monitoring, including the associated monitoring processes.
4. Assists with WVMPHP policy development and associated quality assurance reviews, including reviewing current processes, making recommendations for improvement and ultimate implementation.
5. Provides educational programs/lectures statewide as assigned and participates in meetings as requested.
6. Performs a variety of clerical duties including preparing routine correspondence, appointment scheduling, phone coverage, filing, print, copy and scanning/digital file maintenance.

QUALIFICATIONS: Advanced degree in mental health/addiction field & state licensure desirable (MSW/LCPC or equivalent). Strongly desired is a “passion for making a difference in the lives of others and working with professionals in recovery”. Minimum 3-5-years’ experience with direct clinical services, with broad exposure to chemical dependency, psychiatric and medical diagnosis. Prior experience in employee assistance program and/or clinical experience with professional populations highly desirable. Knowledge of West Virginia and surrounding area treatment resources is a plus. Excellent organizational, written and oral communication and interpersonal skills, and attention to detail and quality are essential. Proficiency with Microsoft Office applications (Outlook, Publisher, Word, PowerPoint and Excel) is needed. Knowledge of File Center a plus. The ability to work in partnership with a team to complete work in an efficient and effective manner, multi project environment is also necessary.