

## **Position Description/Competencies: IOP Care Coordinator/Therapist**

**Job Title:** Care Coordinator/Therapist

**Supervisor:** PHP/IOP Program Manager

### **Job Summary:**

Administers, directs and coordinates the patient caseload assigned to their service position, including treatment plan development, treatment plan reviews, treatment team participation, group and individual psychotherapy, and documentation of all service therapies.

### **Duties and Responsibilities:**

Overall Responsibility for the assigned patient caseload designated to their care.

Displays good working knowledge of the goals of the PHP/IOP Program administration and works to meet these goals.

Coordinates all daily case management activities for each patient assigned to their caseload, specifically monitoring patient attendance and treatment plan compliance.

Prepares treatment plans for each patient assigned to their patient caseload.

Prepares treatment plan reviews for each patient assigned to their patient caseload.

Conducts group, individual and family therapies as assigned by the Program Manager.

Completes documentation for all direct service patient activities, including group, individual and family therapies on the same day the services are provided unless prior authorization is given to delay the documentation, but not later than 10 AM the following morning.

Participates in the daily charge capture and patient staffing meetings.

Maintains and ensures patient confidentiality at all times.

Assumes other responsibilities as assigned.

### **Demonstrates Competency in the Following Areas:**

Professional conduct of providing group, individual and family psychotherapies and related best practices.

Philosophy and understanding of the PHP/IOP Program.

Knowledge and recognition of quality patient care, including strict confidentiality.

Knowledge and awareness of established PHP/IOP Program and personnel policies.

Keen awareness of regulatory requirements, including all state, federal and Medicare regulations.

Maintaining a good rapport and a cooperative working relationship with physicians and staff.

Representing the organization in a positive and professional manner.

Commitment to following organizational policies regarding ethical business practices.

### **Background, Licensing Requirements:**

#### **Regulatory Requirements**

- Licensed Clinical Social Worker, Licensed Professional Counselor, Licensed Masters Social Worker or other Master's Level Licensed Therapist whose scope of practice under the State Licensing Board in Ohio authorizes their ability to provide group, individual and family psychotherapy.
- Master's degree in Social Work, Counseling or Psychology from an accredited university.
- One-year experience working with adult and geriatric psychiatric patients.

#### **Language Skills**

- Must possess good oral and written communication skills in the English language.

#### **Skills**

- Good overall clinical skills, ability to work productively and effectively.
- Ability to function well as a member of a multidisciplinary team.