***CUMBERLAND COUNTY GUIDANCE CENTER***

**JOB DESCRIPTION**

JOB TITLE: Recovery Administrator

DEPARTMENT: Administration

RESPONSIBLE TO: Clinical Administrator

**GENERAL DUTIES:**

1. Serve as the training coordinator for the agency.
2. Serve as the coordinator of the DMHAS subsidies managed by the agency.
3. Oversee the submission of weekly vacancy report.
4. Represent the agency at Olmstead Meetings.
5. Provide administrative and clinical oversight to identified programs (CSS, PATH, ICMS, MHJI, IFSS, SES, Residence).
6. Monitor staff performance and productivity levels in assigned programs.
7. Promote growth and clinical development in programs.
8. Oversee that clinical documentation meets billing compliance, policies, and DMHAS standards.
9. Develop clear understanding of IME and authorization processes for CSS to provide strict oversight to the program and support director in the effective management of IRP completion and submission.
10. Utilize information identified by Performance & Compliance Director regarding trends to support Directors in strategizing programmatic response and implementing change.
11. Collaborate with the Performance & Compliance Administrator in annually reviewing and updating departmental policy and procedure manuals to ensure they are in compliance with DMHAS regulations.
12. Ensure supervisory staff are adhering to personnel policies and practices and promote skill enhancement as needed.
13. Provide supervision to licensed staff, licensure candidates, interns, and supervisory staff as assigned.
14. Serve as the coordinator of interns and internship acceptance and placement in the agency.
15. Serve as a member of the Risk Management Review Team.
16. Develop Administrative Manuals for each program in the agency and update on an annual basis.
17. Learn billing procedures.
18. Participate in/serve as an agency representative on meetings/councils in the community and collaborative network.
19. Engage in marketing CCGC services as well as provide community education regarding mental health and wellness.
20. Assist with agency new hire orientation.
21. Provide administrative coverage in programs as needed.
22. All other duties as assigned.

**REQUIREMENTS:**

1. Licensed Clinical Social Worker, License Professional Counselor with supervisory certificate.
2. Master’s Degree from an accredited institution in mental health related field.
3. Minimum of three years of experience beyond licensure.
4. Supervisory experience preferred.
5. Ability to work collaboratively with an administrative team.
6. LCADC preferred with experience providing co-occurring services.
7. Ability to communicate in Spanish preferred.
8. Good oral and written communication skills.
9. Ability to work with diverse staff and multi-disciplinary teams.
10. Valid NJ driver’s license.
11. Willing to work a flexible forty-hour work week with on call responsibility.

**SALARY SCALE:** Commensurate with degree and experience.

If interested, contact Amandalynn Salzman at (856) 825-6810 ext. 295 or [asalzman@ccgcnj.org](mailto:asalzman@ccgcnj.org) no later than October 1, 2020.

**Posted:** September 24, 2020