***CUMBERLAND COUNTY GUIDANCE CENTER***

**JOB DESCRIPTION**

**JOB TITLE:** Recovery Administrator

**DEPARTMENT:** Administration

**RESPONSIBLE TO:** Clinical Director

**GENERAL DUTIES:**

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

**REQUIREMENTS:**

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

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

If interested, please contact Amandalynn Salzman no later than September 7, 2021 at (856) 825-6810 ext. 295 or [asalzman@ccgcnj.org](mailto:asalzman@ccgcnj.org) no later than.

**POSTED:** August 31, 2021