



Position Title: Counseling Coordinator at Rung for Women

Responsible To: Clinical Site Supervisor at Rung for Women

Effective Date: September 1, 2020

Position Summary:

Provident Behavioral Health is proud to meet its mission statement each and every day: *Building brighter futures through exceptional behavioral health services, especially for those with the greatest need.* Our partnership and collaboration with Rung for Women helps us continue our mission along with helping Rung Members reach their goals of holistic self-sufficiency, well-being and long-term stability. The Counseling Coordinator will be employed by Provident and will work at Rung with its members and collaboratively with Safe Connections and Rung staff.

This position supports the clinical staff of Provident and Safe Connections and the Rung for Women location. This position contribute to the daily operations for the clinical teams by will conduct initial screenings, schedule initial appointments, and coordinating services between Provident, Safe Connections and Rung for Women.

Job Requirements and Qualifications:

Minimum Required Education:

Bachelor's Degree in social work, counseling or other health related field

Minimum Required Experience:

- Knowledge of trauma informed care and trauma screenings
- Excellent customer service and communication skills

Other Skills Required:

- Ability to work independently and as a team
- Ability to effectively communicate information and ideas, both verbally and in writing, with both clients, colleagues, grantors, funders, and other collaborative agencies.
- Knowledge and understanding of mental health and trauma
- Fully competent in interviewing, psychosocial assessment, diagnosis, clinical and documentation skills.
- Knowledge of crisis intervention techniques.
- Knowledge of community support services and resources.
- Knowledge of HIPAA and HITECH rules.
- Skilled in preparing and maintaining client documentation in an accurate and timely manner
- Skilled in using general office equipment
- Participate as a team member, collaborating with and providing excellent customer service to Rung members, Rung employees along with Provident employees.
- Serve as a representative of Provident, displaying courtesy, tact, consideration and discretion in all interactions with Provident team members, clients, grantors, funders, and members of the general public.

Fiscal Responsibilities:

None

Working Conditions / Environment:

Full-time, with a schedule that could include working 3-4 evenings per week.



Essential Duties and Responsibilities:

- Responsible for doing trauma screenings for Rung Members who are seeking counseling services from either Provident or Safe Connections.
- Responsible for scheduling of appointments for Rung Members with either Provident or Safe Connections.
- Responsible for following up with Rung Members who called the Rung Clinical Lines to ensure they have resources or have a scheduled appointment with either a Provident or Safe Connections therapist.
- Maybe responsible for providing some presentations during ME101 sessions.
- Actively participate as a co-designer between Rung for Women, Provident and Safe Connections
- Comply with regulatory and agency standards governing various types of services.
- Assist with implementing steps to improve quality and efficiency standards.
- Collecting and reporting on outcome data

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Provident Behavioral Health is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To apply, please:

1. **Complete a five minute behavioral assessment by following this link:**
<https://assessment.predictiveindex.com/bo/6KH/CounsCoordProv>