



Job Description

Job Title:	Gardena Outpatient Coordinator	Exempt / Non-Exempt:	Non-Exempt
Unit:	OP	Benefits:	Yes
Location:	13931 Van Ness Ave Gardena, CA 90249	Travel Required:	Yes
Level/Hourly Range:	\$26.74-\$30.25	Position Type:	Full-Time
Date Posted:		Posting Expires:	

External Posting URL:	
Internal Posting URL:	

Applications accepted by: Rita Villalobos

Fax or Email: rvillalobos@aadapinc.org	Mail: N/A
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<p>Job Description</p> <p>A. <u>SUMMARY STATEMENT:</u> The Outpatient Gardena Coordinator reports to the Outpatient Manager and in accordance with established principals, policies and procedures, which govern AADAP's Gardena Outpatient Unit. The Outpatient Gardena Coordinator, shall be responsible for the development implementation, and coordination of the Gardena Outpatient treatment services.</p> <p>B. <u>DUTIES AND RESPONSIBILITIES:</u></p> <ol style="list-style-type: none"> 1. <u>PERFORM THE DUTIES AND RESPONSIBILITIES OF COORDINATOR: (50%)</u> <ol style="list-style-type: none"> a. Coordinate, monitor, and supervise program operations and treatment activities at Gardena Outpatient. b. Provide leadership and guidance to the Gardena site. c. Serve as a liaison for the unit in the coordination of activities with other units of the agency. c. Assist the Outpatient Manager in Gardena program planning and development, treatment policies and procedures, personnel matters, and other areas as directed by the Outpatient Manager. d. Responsible for the recruitment, training, supervision, and the evaluation of Gardena Outpatient Program staff. e. Assign clients to individual counselors. f. Monitor group scheduling and coverage g. Supervision of field based sites 2. <u>MAINTAIN FILE REVIEW SYSTEM (40%)</u>



- a. Monitor, review, and assure proper service delivery, case file documentation, service collection and billing, and other areas of record keeping as directed in accordance with Federal, State, County, and AADAP policies and procedures.
 - b. Prepare Monthly Evaluation Reports of the Goodman Outpatient Program activities for the Executive Director, Board of Directors, and others.
 - c. Chart reviews that include 30/60/90 day review and discharge of charts.
3. PERFORM OTHER DUTIES AS ASSIGNED (10%):
- a. Serve as liaison with other agencies, institutions, community task forces and other support services as directed.
 - b. Perform other functions and assist other units as assigned.
 - c. Serve as court liaison as needed.

Qualifications and Education Requirements

1. REQUIREMENTS:

- a. BA Degree in Social Welfare, Psychology or other treatment-related field with at least six years job related experience, or Drug and Alcohol certificate with at least five year's experience in a job-related field
- b. Demonstrated ability in supervision of Clinical Staff and Programs.
- c. Demonstrated ability in electronic client records and contract billing.
- d. Demonstrated knowledge and skill in computer operations.
- e. Permanent resident or U.S. citizen; proof of work eligibility upon hiring.
- f. Valid Driver's License, Calif. Minimum Automobile Insurance, and an appropriate motor vehicle.
- g. At least five years of recovery or a drug free lifestyle as of the date of the application.
- h. Ability to work with people of diverse cultural, educational, social, and economic backgrounds.
- i. Recent physical examination and TB test upon hiring.

2. PREFERRED QUALIFICATIONS:

- a. MSW Degree, Master's Degree in a clinical field, or CAS certified with 5 years clinical experience.
- b. Experience in supervision and management of Drug and Alcohol treatment modalities.

Preferred Skills

- Bilingual or bicultural capabilities with Los Angeles County threshold languages: Arabic, Armenian, Cantonese, Farsi, Urdu, Khmer (Cambodian), Korean, Mandarin, Russian, Spanish, Tagalog, Vietnamese, and other Chinese languages.
- BA Degree in Social Welfare, Psychology, or other treatment-related fields with at least five years of job-related experience.



General Requirements and Knowledge, Skills, and Abilities (KSA's):

- Permanent resident or U.S. Citizen; proof of work eligibility upon hiring.
- Must have three (5) years of recovery or drug free lifestyle as of the date of the application.
- Must provide proof of full vaccination and 1st Booster against Covid-19 upon hiring.
- Ability to get along well with others, be punctual, pleasant, and tactful with professional appearance and conduct.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, clients and their families, community organizations, and the general public.
- Ability to be culturally competent of age groups, gender identity, sexual orientation, spiritual beliefs, socioeconomic status, and diverse cultures.

Physical Requirements:

Light Duty

Must be able to remain in a stationary position 50% of the time, which includes repetitive data entry with computers. The position frequently communicates with customers and/or coworkers and must be able to exchange accurate information in these situations. This class is intended for positions requiring light physical effort, which may include occasional lifting to a 10-pound limit, and some bending, stooping, or squatting and occasionally ascends/descends ladders and staircase.

Moderate Duty

This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting reaching, working on irregular surfaces, occasional lifting of objects over 25 pounds, and frequent lifting of 10-25 pounds. Ascending and descending ladders and staircase will be more frequent. An example is this position frequently will be moving and organizing agency supplies.

Arduous Work

This class involves frequent heavy lifting over 25 pounds often combined with bending, twisting, or working above ground or irregular surfaces. Ascending and descending ladders and staircase will be more frequent. It includes positions, which occasionally demand extraordinary physical activity such as moving furniture or setting up a community event.

AADAP, INC. IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND ADHERES TO HIRING PRACTICES IN ACCORDANCE WITH FEDERAL AND STATE REGULATIONS

Reviewed By:	Manager	Date:	
Approved By:	HR	Date:	
Last Updated By:		Date:	
Employee Acknowledgement:		Date:	