



**JOB TITLE: Program Coordinator
Right Side Up (RSU)**

LOCATION: Sandy Springs, GA

POSITION: Full-Time (with benefits)

IMMEDIATE SUPERVISOR: RSU Program Director

ANNUAL SALARY: \$55,000-\$60,000

INTERESTED APPLICANTS: Please send your resume to dena.lee@marrinc.org.

Right Side Up is affiliated with [MARR Addiction Treatment Centers](#) and functions as a part of its network.

QUALIFICATIONS

Master's degree from an accredited college or university, with major course work in addiction studies, psychology, education, social work, health education, women's studies, or related behavioral, social or human services field; licensure in professional counseling or social work; or a Level II Certified Addiction Counselor (CACII) and Certified Clinical Supervisor (CCS); minimum of two (2) years of experience in counseling women with substance use disorder(s) and co-occurring conditions.

RESPONSIBILITIES

- 1) Available for standard hours Monday through Friday, with on-call availability seven days a week.
- 2) Oversees and manages program activity across campus sites.
- 3) Ensures quality control through class evaluations and client surveys.
- 4) Manages fiduciary responsibilities, including accounting for rent receipts, childcare, aftercare payments, client savings, and office supplies procurement.
- 5) Conducts audits of program charts to ensure compliance with state and federal regulations.
- 6) Completes necessary follow-ups as required.
- 7) Maintains weekly census reports.
- 8) Supervises the planning and execution of school off-day and holiday activities, including donation drives during the holiday season.
- 9) Delivers group and individual counseling sessions and facilitates scheduled classes.
- 10) Maintains communication with clients' probation officers, parole officers, and DFCS workers, submitting written reports as needed.





- 11) Provides case management to clients by maintaining comprehensive charts, including treatment plans, progress notes, staffing records, discharge summaries, and continuing care forms.
- 12) Provides clinical supervision to counselors, case managers and residential managers.
- 13) Coordinates the scheduling of all classes and group sessions.
- 14) Performs supervisory duties, including evaluating counselors, case managers, residential managers and other staff members.
- 15) Actively participates in clinical staff meetings, treatment team meetings, client care monitoring, training, and in-service meetings.
- 16) Regularly updates program director on client issues and programmatic concerns.
- 17) Collaborates effectively with other MARR staff as a team member.
- 18) Assists program director in staff recruitment, evaluation, hiring and termination processes.
- 19) Maintains proactive communication with colleagues to ensure timely sharing of relevant information.
- 20) Promptly reports any incidents of abuse, neglect or other threats to program director and regulatory agencies as required.
- 21) Utilizes a positive and empathetic communication style when interacting with clients.
- 22) Adheres to company policies and procedures, including punctuality and fulfilling scheduled hours.
- 23) Provides staff development and supervision for clinical staff, including training, scheduling and assigning tasks.
- 24) Fulfills additional duties assigned by management.

EXPECTATIONS

The Program Coordinator will:

- Allocate forty (40) hours per week to ensure the ethical and clinical treatment of clients, with additional on-call availability as needed.
- Maintain licensure/certification by participating in relevant training sessions.
- Continuously enhance and refine clinical skills.
- Ensure total compliance with the ethical standards of the program.
- Take full responsibility for all documentation requirements, ensuring the accuracy and quality of client records in accordance with the state and The Joint Commission, as well as standards set by MARR and RSU.





SKILLS AND KNOWLEDGE

- Engages in active management practices.
- Provides ongoing staff supervision.
- Develops, recommends and implements program schedules.
- Understands addiction theory, including the disease concept and addiction treatment.
- Recognizes cultural issues specific to various populations (e.g., HIV/AIDS, women, ethnic groups, etc.).
- Familiar with counseling theory, practice and clinical supervision.
- Knowledgeable about substance use disorders and mental health disorders.
- Aware of women's-specific health and human service needs, including sexual abuse and other forms of domestic violence.
- Applies basic approaches to working with families.
- Comprehends local, state and federal regulatory requirements related to program operations.
- Familiar with available community resources.
- Understands cultural, ethnic and community standards and norms.

EXPERIENCE

Five (5) years of professional experience in addiction counseling or related field.

SUPERVISORY RELATIONSHIPS

The Program Coordinator provides clinical oversight to the team's case managers, counselors and residential managers, while receiving clinical supervision from the program director.

REQUIRED COMPETENCIES

- Ability to provide effective individual and group counseling to substance-dependent women, many of whom are domestic violence survivors.
- Capable of performing required charting duties in a timely manner.
- Ability to build a good rapport with clients.
- Exhibits a nurturing, non-judgmental attitude.
- Ability to set and maintain appropriate boundaries with clients.
- Demonstrates cultural understanding, sensitivity and development towards cultural competency.
- Effective oral and written communication skills for various audiences.
- Ability to develop and participate in collaborative processes.
- Practices ethical behavior.





- Delivers accurate and timely documentation of program activities and outcomes.
- Engages in professional development by continually assessing personal performance and practices; is willing to modify behavior and seek assistance if necessary to model professionalism.
- Serves as a credible resource and advocate for MARR and RSU.
- Expertise in consensus-building and conflict management.
- Proficient time-management skills.
- Dependable and flexible.
- Exercises competent, professional judgment when working with clients, the public, and other professionals to maintain the clients' best interests at all times.
- Maintains professional standards and upholds legal and accepted codes of professional conduct.
- Operates within the general policies and procedures of MARR and RSU.

**Management reserves the right to revise the job description at any time.*

