



**METRO ATLANTA RECOVERY RESIDENCES
Admissions Department**

POLICIES AND PROCEDURES

JOB DESCRIPTIONS

TITLE: Director of Admissions

IMMEDIATE SUPERVISOR: Chief Information Officer/ Clinical Director

QUALIFICATIONS: Minimum Education is a Master's Degree in counseling, psychology, or social work, and/or a certification in addiction counseling (CAC-II). Must be fully licensed in the State of Georgia as a Professional Counselor (LPC), Social Worker (LCSW) or Marriage and Family Counselor (LMFT) with supervisory experience. Strong organizational skills. Good communication skills. Ability to work as a member of a team and with outside referral sources.

JOB SPECIFIC COMPETENCIES: High level of professionalism; counseling and communication (written and verbal) skills are required. Experience and competency in Microsoft Windows based products including Word, Excel and Outlook. Have prior experience in assessing for clinical needs according to DSM-V or ASAM criteria. Be able to handle face-to-face and telephone calls of persons in crisis situations.

WORK SCHEDULE: 40 hours per week, typically 8 AM – 5 PM Monday through Friday

COMPENSATION: \$60,000 - \$70,000 Annual Salary plus benefits.

RESPONSIBILITIES:

1. Responsible for the operation and administrative supervision of the MARR Admissions department, including all clinical assessment services, coordinating admissions to MARR programs and supervision of the Clinical Assessment Counselors.
2. Responsible for ensuring that assessments and admissions are handled in accordance with established MARR Policies and Procedures.
3. Responsible for hiring/firing, training, scheduling and assigning of duties for the Assessment Counselors to ensure phone coverage and completion of all assessment and admissions services.
4. Perform daily Clinical Assessment Counselor duties (including but not limited to):

- a. Provide initial point of contact for clients and families of clients
 - b. Complete full clinical assessments with clients interested in MARR services both in person and over the phone
 - c. Facilitate family sessions with clients' families in office
 - d. Coordinate with MARR clinical director and medical team to determine appropriateness of clients for MARR services
 - e. Provide referrals for individuals who are not appropriate for admission to one of MARR's programs
 - f. Communicate with clients' previous mental health professionals and treatment centers for continuity of care
 - g. Deescalate crisis situations as they occur
 - h. Provide referrals for individuals in need of detox services
 - i. Visit with incoming clients while in local detox facilities
 - j. Document all phone calls, sessions, and assessments in MARR electronic health record system (KIPU), Call Tracking Metrics (CTM), and Salesforce (SF)
 - k. Receive guidance from supervisor and/or Clinical Director regarding clients with special considerations or concerns
5. Create referral reports for weekly admissions and business development meetings
 6. Oversee admissions team entries in Salesforce to make sure all information is up-to-date
 7. Responsible for maintaining effective communication with staff, ensuring the proper flow of information to the Accounting Department, Insurance Billing Company, BD staff, Clinical Team and to the Management team.
 8. Responsible for working with the Clinical Director to ensure compliance with Joint Commission, Georgia Department of Community Health (DCH), and any other accrediting body's standards and regulations that apply.
 9. Responsible for compliance with applicable laws pertaining to confidentiality.
 10. Participates as a member of the Quality Improvement Committee and the Management Team to review programming, evaluate outcomes, compliance, and plan new initiatives.
 11. Assist the Professional's Program Director in several capacities (including but not limited to):
 - a. Schedule and assess all professionals seeking a 72-hour evaluation
 - b. Participate in 72-hour evaluation out brief meetings, as needed
 - c. Attend ARP treatment team meetings, as needed
 - d. Travel with Director of Business Development and/or Professionals' Program Director for networking meetings/conferences related to professional monitoring organizations, if requested
 12. Responsible for other related duties as assigned by the CIO.