

Date Posted: 01/22/13

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Compliance Coordinator

Employer/ Agency: Montrose Center

Job Description: Coordinate client record audits monthly according to the audit procedures. Review all new intake assessments for quality, completeness and crisis. Assist clinical staff in complying with client record procedures and policies and best practices for each profession through individual and group orientation and continuing training based on audit reports, record reviews and supervision information. Manage any Consumer Advisory Panel. Conduct quality improvement follow-up contact with clients who have completed services. Conduct ongoing review of all clinical areas to insure compliance with Joint Commission and chemical dependency treatment license and make recommendations for corrective action.

Qualifications: Licensed Clinical Social Worker, Licensed Master Social Worker – AP or Licensed Professional Counselor required. Two (2) years of experience in counseling and supporting documentation. A perspective accepting of a wide variety of people's problems, attitudes and lifestyles.

Good interpersonal skills and the ability to work on a team.

Salary/Hours: Full Time – 40 hours weekly – Applicant must state salary need.

Employer/ Agency: Montrose Center

Address: 401 Branard

City, State, Zip: 77006

Contact Person: HR

Contact Title: Director of Operations & Prevention

Email Address: employment@montrosecounselingcenter.org

Application Method: Send resume with cover letter that includes salary expectation and reason for interest in Montrose Center.

Opening Date: **February 1, 2013**

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mchwjobs@CENTRAL.uh.edu with the hiring details of your new job opportunity. Thank you.