

Date Posted: 9/08/2011

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

JOB OPPORTUNITY POSTING

Job Title: Intensive Outpatient Program Coordinator (North Houston)

Employer/Agency: National Smart Healthcare Services, Inc.

Job Description: National Smart Healthcare Services, Inc. is a rapidly growing private community mental health company servicing the areas of Greater Houston, Beaumont, and Corpus Christi. NSH provides comprehensive case management and psychotherapeutic services, as well as Intensive Outpatient services to individuals suffering from severe and persistent mental illness, and/or substance abuse issues.

Primary Responsibilities:

- Oversee the day-to-day operations at the Intensive Outpatient Program and Milieu Therapy.
- Manage all general clinical functions for the IOP to include a schedule of clinical staff to assure adequate coverage and support provided for the patients throughout the week and weekend.
- Provide group psychotherapy 1 to 3 times daily throughout the week and weekend according to the Intensive Outpatient Program Milieu daily schedule.
- May provide individual therapy as well as couples and/or family therapy sessions as deemed clinically necessary and approved by manage care.
- Provide group psychotherapy with an emphasis on chemical dependency (dual disorders) at least once a day throughout the week and weekends according to the IOP Milieu daily schedule.
- May provide individual chemical dependency counseling sessions as deemed clinically necessary and approved by manage care
- Provide an opportunity for peer support and or 12 step sessions once per day as deemed clinically necessary or appropriate according to the IOP Milieu

daily schedule.

- Prepare and complete all progress notes concerning patients according to Managed Care Programs and Professional Standards.
- Complete and submit all required paperwork as instructed in the Contractual Agreement.
- Assist with overall monitoring and supervision of patients in the program.
- Perform as a team member to communicate all pertinent information regarding the patients to other staff as well as management in the Intensive Outpatient Program.
- Adhere to all HIPAA and NSHS rules at all times regarding safety and confidentiality of patient information; maintain integrity and ethical standards while providing quality clinical services and treatment to the patients in the Intensive Outpatient Program.
- Perform other professional services necessary for the immediate welfare or benefit of the patient as requested by the Clinical Compliance Director or Chief Executive Officer.
- All other clinical Intensive Outpatient Program duties as assigned.

Qualifications:

Bachelors degree in Social Work or Counseling and/or experience in the field. Certified Nurse Assistant (CNA) is a plus.

Experience: Providing in-home case management services, working with the adult and geriatric, mentally ill and/or chemically dependent population, completing clinical documentation such as Treatment Plans and Functional Assessments, on time to insurance companies, and other general case management duties.

Salary/Hours:

DOE

Employer/Agency:

National SmartHealthCare Services

Address:

1012 W. Alabama St.

City, State, Zip:

Houston, TX 77006

Contact Person:

Sarah Haws

Contact Title:

Human Resources

Phone: (713)520-5094
Email: sarah.hr@nationalss.net

Application Method: Email employment@nationalss.net

Opening Date: Immediately

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