

**TENTH JUDICIAL CIRCUIT  
POLK, HIGHLANDS AND HARDEE COUNTIES  
JOB ANNOUNCEMENT**

**OFFICIAL JOB TITLE:** Clinical Coordinator of Problem Solving Court Programs  
**SALARY:** \$23.37 per hour; \$48,615.84/year  
**WORK SCHEDULE:** Monday through Friday  
**CLOSING DATE:** Open till filled  
**JOB LOCATION:** Polk County Courthouse

**GENERAL PROGRAM DESCRIPTION:**

As a clinical coordinator you will take on the responsibility of supervision of day to day program operations while implementing agency standards. You will be providing supervision and training for staff engaged in providing clinical and case management services while collecting and maintaining data to generate necessary reports. We are pursuing a candidate who will sustain the highest standards in protecting client rights and building employee morale. An ideal applicant will have the ability to assist in monitoring and improving retention of clients and staff. Works under the supervision of the Manager of Problem Solving Court. Supervises counselors, case managers and court specialists assigned to the division.

**ILLUSTRATIVE DUTIES:**

- Full time availability with a flexible schedule.
- Provide Supervision and support to staff members
- Submits progress reports to the Program Manager on a timely basis.
- Provides appropriate liaison and referral to various social and governmental agencies.
- Oversees clinical and case management records and documentation to meet quality standards per licensing standards and 65D-30.
- Prepares and participants in internal and external audits on a regular basis.
- Ability to rely on experience, knowledge and judgement to provide services with limited supervision or direction.
- Attention to detail as it related to data collection and chart oversight.
- Excellent time management and organizational skills.
- Cultural Competency
- Assess clinical programs for progress and/or address changes if needed
- Performs urinalysis testing as needed.
- Effective communication skills
- Ability to interact positively and cooperatively.
- Ability to conform to shifting priorities, demands and timelines.
- Must exercise professional discretion and confidentiality.
- Analytical and problem-solving capabilities.
- Performs other duties as required.

- Provides clinical services encompassing case management, group and individual therapy, conducts assessments and screenings.

**KNOWLEDGE, ABILITY AND SKILLS:**

Knowledge of counseling techniques and how they apply to the substance use and behavioral health field. Thorough understanding of behavioral health issues and recent research regarding effective counseling interventions. Ability to work with adult or juvenile populations. Knowledge and experience in the following areas: assessment, case management, intake, prevention, pharmacology, human behavior and applicable laws, rules and regulations. Ability to evaluate psychological, social and physiological signs and symptoms of substance use and behavioral health issues. Ability to reason logically and analytically. Ability to work effectively with others as well as work independently, without close supervision. Knowledge of maintaining systems to efficiently serve clients and develop strategic and tactical plans to produce quality work under pressure. Proficient with office software, to include Microsoft Office, Word, Excel and PowerPoint programs.

**EDUCATION AND/OR EXPERIENCE:**

A Master's Degree in Psychology, Social Work, Behavioral Sciences, or a related field, and a minimum of at least three years in the addiction/mental health field with supervisory experience. Work experience in clinical supervision and treatment management is required. Individual must hold a valid CAP or in the process of obtaining the certification within six months of hire date. Special Note: All offers of employment are conditioned on job applicants clearing a background investigation. All information gathered during the investigation is confidential.

**We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.**

**Interested applicants must complete a State of Florida application form, and submit it no later than the closing date indicated above to:**

**Stephanie Sullivan  
Human Resources Manager  
Post Office Box 9000, Drawer J102  
Bartow, FL 33831-9000  
Telephone: (863) 534-4035  
Fax: (863) 534-4699  
TDD: (863) 534-7777**

**If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.**