**Lead Therapist/Treatment Coordinator**

**Warwick, RI**

**Are you looking for a rewarding career helping children, families and adults? Are you interested in working for a dynamic organization that is invested in their clients and staff?**

The Lead Therapist/Treatment Coordinator helps facilitate quality behavioral health services by serving as a liaison between individuals and service providers involved in each client’s treatment. The Coordinator is responsible for supervising, training, and managing direct service staff and is accountable for managing and coordinating all related treatment services and program documentation.

**Responsibilities**

* Responsible for hiring, oversight, coordination, and training of home-based workers; Complete assessments of HBT worker performance and update Clinical Supervisor as needed
* Provide support and feedback to direct care workers on assigned cases, ensure assigned hours are fulfilled
* Create treatment materials for clients and introduce them to workers and families as needed
* Attend regular in-home visits with clients to update the client binder, confirm the availability of the stocked first aid kit, and ensure appropriate implementation of the treatment plan
* Directly observe the implementation of behavioral plans and provides summarized observations
* Collects ABC data and tests for treatment integrity
* Provides Lead Therapy for clients in the absence of a home-based worker
* Record all collected data and prepares data reports for analysis by the clinical team
* Meet with the Clinical Supervisor on a consistent basis to review the status of assigned cases; notifies the Clinical Supervisor when a client masters their treatment goals
* Ensure compliance, accuracy and quality of documentation and clinical records, completed with attention to strict deadlines
* Ensures all clients are compliant and up to date with all required forms, plans, reports, ROI’s and information
* Executes disciplinary action to home-based workers as needed and completes all associated paperwork
* Participate/attend Clinical Team meeting, supervision and other meetings as assigned

**Required Experience**

* Bachelor’s degree in a relevant discipline such as: Psychology, Counseling, Social Work or related Human Services field
* Experience working with children, adolescents and young adults
* Proficient with supervision, service delivery and case management fundamentals
* Proficiency with computers, including Microsoft Office
* Valid driver’s license with reliable and consistent access to a vehicle

**Benefits (partial benefits for part-time employees)**

* Flexible schedule
* Health (75% coverage) & Dental
* 3 weeks paid vacation & 1 week paid sick time
* 9 paid holidays
* 401k retirement plan with match (after 1 year of employment)
* Life insurance
* Mileage reimbursement
* Tuition assistance
* Company provided laptop and cell phone
* Incentives
* Longevity bonus
* Paid training days
* Supervision for Licensure
* Opportunity for Professional Growth

**Compensation**

* Full-time: Salary
* Part-time: Fee-for-service