NAME: ___________________________ EMP.# ________________

TITLE: Assisted Outpatient Treatment (AOT) Coordinator
SUPERVISOR: Medical Director
STATUS: Salaried
PROGRAM: Assisted Outpatient Treatment

DUTIES: Design and implement an Assisted Outpatient Treatment program to demonstrate that AOT can be effective in improving treatment compliance and reducing the consequences of non-treatment.

1. Assist in the development and maintenance of the Assisted Outpatient Treatment Program.

2. Develop relationships with community partners, including court personnel, community hospitals, law enforcement, family members, the Treatment Advocacy Center and other community resources, communicating pertinent information as needed.

3. Attend and actively participate in Agency and community meetings as required; provide training for community partners and present at educations forums as required.

4. Lead the “Family Matters” program within the community in order to meet the needs of clients and their families.

5. In the provision of above services, the employee may need to transport a client based on priority service needs. Only Center-approved vehicles will be used by authorized employees to transport clients in accordance with Agency transportation policy.

6. Many clients are in severe emotional distress and employee must be able to communicate effectively and participate in both verbal and physical de-escalation techniques. Ability to excel in a stressful, constantly changing environment is required.

7. Employee maintains integrity of the clinical record through timely and accurate completion of all required paperwork. Documentation required is program specific and may include, but is not limited to, treatment plans, assessments, psychosocials, SALs, progress notes, tracking forms, and intra-agency referrals. Employee shall submit paperwork to appropriate departments as required.

8. Process all intake information and forms for clients entering into AOT including preparation of petitions, treatment plans and other required clinical documents as well as compiling outcome and cost data in order to meet contractual reporting obligations; produce other required documents and materials as requested.

10. Adhere to all Agency Policies & Procedures.

11. Perform other duties as assigned by supervisor.

QUALIFICATIONS: Bachelor’s degree in social work, criminology, sociology, psychology or related human services field required, Master’s degree preferred. Two years experience working with the target population preferred.

ACKNOWLEDGEMENT: I hereby acknowledge that I have read the foregoing and I fully understand the contents thereof. I further acknowledge that I have received a copy of same.

Signature of Employee     Date