

Primary Responsibilities include:

Management of Admissions Process

Direct bed utilization, balancing funding requirements, staffing, and financial needs.

1. Supervise maintenance and implementation of waiting list.
2. Direct all financial admissions' functions, e.g., funding eligibility, initial authorizations, grant/contract requirements, etc.
3. Direct all clinical admissions' functions, e.g., screening, admissions, proper client placement, referrals, etc.
4. Responsible for hiring and supervising all admissions staff, including coordinating staff allocation, goal setting and performance evaluations.
5. Conduct and record a monthly department meeting

Regulatory Standards and Continuous Quality Improvement

1. Assure all regulatory standards (internal and external) are met for the admissions process.
2. Responsible for accurate statistical reporting of Admission and Utilization Data.
3. Utilize statistical information to recommend changes and identify needs.
4. Assure that policies and procedures are followed. Collaborate with managers and administrative staff to suggest and implement improvements as indicated.

Public Relations

1. Meet with referral sources to maintain positive interagency relationships.
2. Cultivate new referral relationships as opportunities present themselves
3. Represent Turning Point at assigned community and provider meetings

Manage Team

1. Manage the Admissions Department staff
2. Work with Human Resources staff to recruit, interview, select, hire, and employ an appropriate number of employees.
3. Coach, mentor and develop staff, including overseeing new employee onboarding.
4. Create a workplace culture that emphasizes the mission, vision, and values of the organization.
5. Lead employees using a performance management and development process
6. Provide effective performance management and feedback
7. Maintain employee work schedules including assignments, training, vacations and paid time off, cover for absences.

8. Maintain communication. Appropriately communicate organization information through department meetings, one-on-one meetings, and appropriate email, and regular interpersonal communication.

Other

1. Attend monthly and quarterly staff meetings and scheduled in-service training.
2. Must submit documentation of at least 15 hours per year of courses approved for continuing education.
3. Know and enforce Turning Point Policies and Procedures as they apply to both clients and staff.
4. Perform other duties as necessary or as assigned

PREFERRED QUALIFICATIONS/EXPERIENCE:

- Master's Degree in Human or Social Services preferred
- LCSW, LPC or LCADC required
- Minimum 5 years of experience in NJ addiction Treatment
- Knowledge of managed care and funding issues
- Minimum 2 years supervisory experience
- Computer literate, working knowledge of Windows Office Suite and NT
- Strong ASAM/DSM-V Proficiency
- Strong system knowledge – HER, NJSAMS and Medicaid
- Experience with criminal justice involved clients