AUBURN
Human Resources

Coord, Clinical Records

Job Description

JOB INFORMATION

Job Code	CA15
Job Description Title	Coord, Clinical Records
Pay Grade	HW09
Range Minimum	$51,670
33rd %	$62,000
Range Midpoint	$67,170
67th %	$72,340
Range Maximum	$82,670
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/6/2021

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Case Management

JOB SUMMARY

Reporting to the Mental Health Manager, the Clinical Records Coordinator audits and ensures all clinical files comply with the American Psychological Association (APA), mental health licensing boards, the Alabama Records Disposition Authority, the state archives guidelines for record keeping and management, and Auburn University's policies and procedures.

RESPONSIBILITIES

- Audits and ensures all clinical records are completed in accordance with the American Psychological Association (APA), mental health licensing boards, the Alabama Records Disposition Authority, and the state archives guidelines for record keeping and management. Follows all licensing board policies as it relates to filing and auditing clinical records.
- Schedules individual and group appointments in the Titanium electronic medical records (EMR) software to include adding clients, assigning therapists, setting appointment reminders, marking attendance, auditing and monitoring all treatment paperwork. Trains clinical staff in the proper navigation and use of EMR.
- Schedules, updates, and distributes the student therapy schedule weekly to the Accountability Based Sex Offense Prevention Program (ABSOPP) staff and the Department of Youth Services (DYS) staff.
- Ensures monthly updates in the Student Information Management System (SIMS) are complete and provides the Juvenile Probation Officers (JPOs) a monthly summary of the student's progress. Collaborates, reviews, provides feedback to therapists for quarterly and release review paperwork for accuracy, appropriate verbiage, and ensures there are no missing documents, and contributes to their performance appraisals.
- Develops a robust rolling quarterly review calendar to ensure the essential activities include quarterly reviews are being held for all students at the appropriate time, evaluate the quality and completeness of the standardized treatment plan in SIMS and upload the template for each student once they enter treatment, and ensure that prior to the student arriving in treatment that the accurate documents have been received.
- Reviews and verifies the completion of the Performance-based Standards (PbS) packet to DYS before the student is released from treatment.
- Frequently collaborates with multiple state agencies to include Department of Youth Services and Board of Education in the administration of clinical documentation including school and administrative records. Communicates with the ABSOPP and DYS staff as it relates to student residential living movement across Mt. Meigs facility and updates and distributes the student census weekly.
- Assists the Clinical Manager to ensure all Suicide Assessment documentation has been completed and filed in an efficient and timely manner.
- Serves as a back-up to the Clinical Manager and Program Manager on occasions for staff meetings.

RESPONSIBILITIES

- Maintains regular attendance in various weekly meetings to include DYS, Residential Team Leader, and ABSOPP staff meetings.
- Provides on-call mental health services for students who are suicidal and/or homicidal, and direct care of services to students. May provide group therapeutic services and complete suicide risk assessments as needed.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Clinical Psychology, Social Work, Professional Counseling or related field is desired.	and	5 years of	Experience in providing mental health services to adolescents in a residential setting and maintaining clinical files in accordance with multiple regulations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the American Psychological Association (APA), various mental health licensing boards, records disposition board, and the state archives guidelines for record keeping and management.	
Knowledge of counseling and treatment practices for juveniles who have committed sexual offenses.	
Knowledge of stands of care of residential treatment of juveniles offenders.	
Ability to understand various reports from juvenile courts, provide feedback to team members, and communicate effectively with team members and outside agencies.	
Ability to navigate and include information from two other state agencies (Board of Education and Department of Youth Services) in addition to working with Auburn’s policies.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Walking					X	
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.