



Position: Lead Clinician

Position Date: 4/22/10

Job Number: 100450

Company: **Daytop**

Location: Staten Island

Req'd Education: High School Diploma/GED or BA

Salary: **Commensurate with Experience**

Req'd Experience: 3+ years

Employee Type: Exempt

Certifications:

Industry: **Substance Abuse Rehabilitation**

Manages Others: Yes

Position Type: Full-Time

Languages:

#### Contact Information

Contact: Ellen Barbella

Email: EBarbella@daytop.org

Address: 1915 Forest Ave

Phone:

Staten Island, NY 10303

Fax: 718-981-6849

Please reference **Job Number** in your application

#### COMPANY DESCRIPTION:

For over 40 years, Daytop has enjoyed worldwide recognition and favor as a leader in promoting the therapeutic community model of substance abuse rehabilitation. Daytop is a charter member of the World Federation of Therapeutic Communities (WFTC), and in 1987 was awarded Consultative Status with the United Nations under the Economic and Social Council.

#### DESCRIPTION OF JOB:

Daytop is looking for a Lead Clinician to join our team.

#### Principal Responsibilities:

- Help implement and monitor policies, procedures and systems necessary for the effective and efficient delivery of program services
- Responsible for overseeing the site's client billing staff.
- Supervise and monitor the therapeutic environment to ensure that behavioral guidelines are followed, a therapeutic milieu is maintained and interpersonal relationships remain positive
- Ensure that all program staff uphold the agency's Code of Conduct/Code of Ethics and comply with all Federal, State and Local law/regulation, including 42 CFR confidentiality and HIPAA privacy and security regulations.
- Adhere to Daytop-NY treatment philosophy and mission.
- Collect and review timesheets for site. Reviews them for approval by the Managing Director and subsequently distribution to Human Resources.
- Work with other staff to ensure that the building is in compliance with all necessary codes as well as but not limited to CARF, OASAS, DOH, etc.
- Assist in hosting Daytop and Community events in the facility.
- All other duties as assigned.

#### Qualifications:

- High School Diploma/GED plus 5 yrs TC Experience
- Bachelor's Degree in a related field plus 3 years TC experience (or combination of education, training and experience).
- Experience in a similarly situated program and TC experience a plus.
- Must be familiar with data entry software.
- Must have good writing, math and comprehension
- skills and ability to communicate through available media (e-mail, writing, training and/or supervision).