

Date of Hire: \_\_\_\_\_

Date of signature: \_\_\_\_\_

### **Client Placement Specialist**

**Title: Client Placement Specialist**

**Department: Oregon Trail Recovery/Pacific Crest Trail Detox**

**Reports to: CEO, COO, Clinical Supervisor**

#### **Essential Duties and Responsibilities:**

- Assist in admission and discharge of clients
- Check in, secure, and return client's medication, belongings, and valuables per the procedure and policy book.
- Participate in all mandatory meetings and in-service trainings.
- Maintain current and complete marketing materials on all programming and services of OTR and PCTD
- Maintain Knowledge of our competitors services, do comparative analysis of strengths and weaknesses compared to other companies
- Maintain established local, regional, and national referral relationships; monitor referral source activity
- Identify new opportunities for local, regional, and national referral sources
- Attend workshops, conferences, and other networking events
- Work with CEO/COO to generate referrals
- Generate new ideas for program, work with contacts to assess needs for new services
- Assist with transferring clients to other levels of care
- Create and lead the execution of a strategic marketing plan for each project area.
- Assist in cross-over with staff.
- Other duties as assigned by supervisor.

#### **Skills and Abilities:**

- Ability to lead groups, and manage therapeutic milieu.
- Knowledge of de-escalation methods, or ability to be trained.
- Current CADCI certification or ability to attain one within 6 months of hire.
- Ability to use EMR system, or ability to be trained.
- Must be able to function in a team setting, be flexible in attitude, and desire to work with individuals seeking detoxification.
- Ability to understand and follow oral directions and use communication skills.
- Willingness to travel to promote OTR and PCTD, including weekend and evening travel

#### **Minimum Qualifications:**

- Associates degree in addictions/substance dependence.
- Knowledge of and/or experience with chemical dependency interventions and treatments.
- Moderate computer literacy
- Must pass a pre-employment drug screen, TB test, and background check.
- If a recovering chemically dependent person must be clean and sober for a minimum of the past consecutive two years.
- Must be able to climb stairs several times a day.
- Must adhere to agency's non-discrimination policy.

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

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- Ability to effectively interact with co-workers and clients with diverse backgrounds, including but not limited to; religious views, political affiliation, cultural background, life-style, sexual orientation, gender identification...

Employee Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_