

Job post summary

Date posted: March 2, 2026

Pay: \$65,000.00 - \$80,000.00 per year

Job description:

Must possess a valid LPC, LISW, LMSW or LMFT to apply.

The position of Adult Program Coordinator shall provide clinical and administrative supervision of all addiction counselor positions to include Assessment Counselors, Clinical Counselors, Outreach Counselor and Peer Support Specialist. This position will be responsible for the management of all adult clinical services to include case management and referral development.

Outpatient Clinical Services (Adult)

Coordinate and oversee the provision of treatment services for the agency in accordance with established agency treatment philosophy.

Ensure continuity and quality of care is implemented in accordance with established protocol.

Develop and maintain a strong network of service providers.

Develop a plan for interacting with service providers to enhance delivery of services.

Performance Management

Demonstrate knowledge and ability to perform human resource management.

Demonstrate knowledge and ability in setting performance goals.

Conduct performance reviews.

Implement and monitor employee counseling and improvement plans.

Provide clinical and administrative supervision.

Program Coordination and Administration

Provide needs assessment for the purpose of planning and implementation.

Assist in the development of budget, monitor and evaluate financial plans for fiscal operation.

Monitor and evaluate program effectiveness and provide feedback for improvement.

Ensure programmatic contract deliverables are submitted according to established schedules and protocols.

Responsible for designated duties in the absence of Clinical staff.

Community Relations

Represent the organization in a professional manner through public speaking and networking.

Generate an understanding of the organization's mission through community involvement.

OTHER RESPONSIBILITIES, INDICATORS AND DESCRIPTIONS:

Coaching

Reinforce and direct others toward desired actions and goals to maintain, improve, and challenge individual performance.

Create a motivating atmosphere

Set clear expectations

Encourage others to accept responsibility for defining and achieving individual and organizational goals

Provide opportunity for professional growth

Delegating and Directing

When possible assign work to staff to meet goals and objectives to promote individual growth

Problem-Solving

Recognizing symptoms and causes of problems

Generate solutions based on objectives and considering alternatives and impact

Team Building

Collaborate on common goals, share ideas, resources, and knowledge

Resolve conflicts with open communication and collaboration.

Implement consensus decision making methods with others

Planning and Follow up

Establish priorities, goals and objectives to accomplish tasks

Manage time and structure activities to achieve specific results

Versatility

Willingness to be flexible when dealing with new or differing opinions, priorities, individuals, or information

Overcome objections by demonstrating benefits

Negotiate to a mutually beneficial outcome

Persist when faced with adversity

HOURS OF WORK:

Exempt status position working a four (4) day workweek with flexible hours, to include evenings.

OTHER RESPONSIBILITIES, INDICATORS AND DESCRIPTORS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of knowledge, skill, and/or ability required.

ADDITIONAL ASSIGNMENTS:

Perform additional tasks customary to the role of Adult Program Coordinator as designated by the Deputy Director.

Must be able to use latest technology/software

Must adhere to all safety rules and regulations

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Flexible schedule
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Education:

- Master's (Required)

Experience:

- Clinical counseling: 4 years (Preferred)

License/Certification:

- LPC, LISW, LMSW, LMFT (Required)

Work Location: In person