



TURNING POINT **POSITION DESCRIPTION**

Updated by: Human Resources

Revised: March 2019

POSITION: Linkage Coordinator

PROGRAM: Substance Use Disorder Program

POSITION PURPOSE: Monitor the residents in the Halfway and/or Primary Male Residential programs.

REPORTING RELATIONSHIP: The Linkage Coordinator will report to the Operations Manager and/or the Ms. Bea's House Manager.

ESSENTIAL FUNCTIONS:

1. Monitors clients throughout the in-patient treatment stay and the Ms. Bea's House stay.
2. Passes medications if certified.
3. Serves as main point of contact, ensuring clients have what is needed, ex: personal care packages, rules, issues considered.
4. Observes client behavior to recognize potential, medical and/or psychiatric emergencies as well as inappropriate actions.
5. Maintains current and accurate occupancy reports daily.
6. Interacts with Counselors, Client Advocate and other Linkage Coordinators to provide regular reports on activities within the program.
7. Coordinates the clients schedule and oversees appointments.
8. Inspects the rooms every 30 minutes for paraphernalia and/or contraband ex: cell phones, jewelry, drugs.
 - a. Inspect facility-noting repairs as needed. Ex: such as window damage, bathroom, doors etc.
9. Corresponds client log books and tracking forms.
10. Answers door and telephone. Takes messages for the clients at Primary and at the Ms. Bea's House.
11. Escorts and assists clients with their discharge including preparing them and their personal property.
12. Assists in de-escalation situations, offers conflict resolution as needed.
13. Enforces client rules.
14. Ability to interact positively with clients.

NON-ESSENTIAL FUNCTIONS: Performs other duties, as assigned to help Turning Point achieve its mission.

1. Check employee mail box each time you come to work.
2. Check emails each time you come to work.
3. Print sign-in sheets daily.
4. Light housekeeping duties.
5. Must support the Turning Point Mission.



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POSITION: Linkage Coordinator

PROGRAM: Chemical Dependency Program

CONTACTS: Internal contacts include all Turning Point staff, with a particularly close working relationship with the Counselors, Client Advocate, other Linkage Coordinators and Supervisors. External contacts include: chemical dependency (Rule 25) assessors, insurance carriers, other human service agencies, and various social workers.

HIRING GUIDELINES:

1. Must be able to pass a criminal background check given from the Dept. of Human Services.
2. a. A pre-employment drug test.
3. High school diploma or GED, (written and oral communication is a must),
 - a. Computer competency, including Microsoft word, Outlook.
4. Must be willing and able to work flexible hours in order to provide effective and regular monitoring of program activities during hours of program.
5. The applicant may be required to regularly work different shifts, including overnights, holidays and weekends as needed.
6. A valid driver's license is preferred.
7. New applicants with a history of chemical dependency must provide evidence via three letters from three responsible professionals in the field stating that the applicant has maintained sobriety for a minimum of two years. Pay range starts at \$14.00

EOE/AA Employer

Employee Signature

Date

Human Resources

Date