



THE ARC OF CENTRAL ALABAMA JOB POSTING NOTICE

Job Title: Clinical Records Coordinator	Job Code:
Department: 95	FLSA Status: Exempt
Reports to: Director of Clinical Services	
Work Schedule: Monday-Friday 7:30am- 4pm, must be flexible	

Job Duties:

- Supervise QDDPs to ensure assessments, support plans, progress reports, and all other required documents are completed, filed, and implemented correctly and within the required timeframes
- Review functional assessments, progress narratives, and clinical records to ensure compliance with state standards Ensure information is accessible to physicians/ nurses while preserving privacy
- Enhance and improve staff compliance with flex line and clinical records requirements
- Participate in progress planning; attend training, and parental/staff meetings
- Develop quality day and/or residential training objectives for the people we serve
- Conduct internal investigations for The Arc
- Maintain documentation and complete Basic Assurances related to clinical records and investigations
- Plan and conduct focus groups regarding the habilitation process with staff and people served (bi-annually)
- Complete documentation for new intakes; review all documentation provided by Support Coordinator for accuracy
- Complete Pre-Admission Functional Assessment for all new intakes; ensure completion of program/ residential binders
- Observe staff training of people served
- Ensure implementation of individual support plans
- Perform other related duties as assigned

Knowledge, Skills and Abilities Required:

- Must have a bachelor’s degree from an accredited college/ university in Human Service related field
- Supervisory experience preferred
- Must have experience working with people with intellectual disabilities
- Must have knowledge of mental health terminology, behavioral challenges and diagnoses that may impact intellectually and developmentally disabled population
- Must have working computer skills (Microsoft Outlook, Excel, Word)
- Must have clinical documentation experience
- Must have excellent written and verbal communication skills
- Must be able to pass pre-employment screening

Physical Requirements:

- Position requires basic lifting (boxes of office and training supplies)

Apply online at www.arcsofcentralalabama.org/about/careers/ or apply in person at 5348 Oporto Madrid Blvd South; Birmingham, AL 35210. **Resume must be included with application submission.**