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# Example of Coordinator Clinical Job Description

Our company is looking for a coordinator clinical. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for coordinator clinical

* Receive and enter data for new or current patient and employee records and documentation
* Prepare clinical records for new patients upon receipt of a referral
* Obtain client authorizations
* Distribute medical supplies for care team in accordance with physicians’ orders and Company policy
* Maintain availability lists and complete/accurate schedules, including frequency and duration of services as identified in plan of care and under the direction of the Clinical Manager or designee
* Interviews and hires personnel
* Develops individualized staff development plans
* Create and maintain Standard Operating Procedures for collection, processing and storage of blood, DNA, and saliva samples
* Facilitates staff education activities
* Strong decision making abilitie

## Qualifications for coordinator clinical

* Master’s degree in addictions, social work, psychology, or human services related discipline and two (2) years of experience in a senior counselor level position
* Bachelor’s degree in addictions, social work, psychology, or human services related discipline and three years of experience in a senior counselor level position
* Associate’s degree or certification in addictions and five years of experience in a senior counselor level position
* Must have demonstrated interpersonal, organizational and math skills
* Comprehension of clinical study documents (CRF guidelines, protocol, ) and SOPs and Working Practices
* Administrative Organization (such as being able to organize/save emails appropriately)