**Job Opportunity: Adult Services Coordinator – Anderson Office**
**Anderson Oconee Behavioral Health Services (AOBHS)**
**Location:** Anderson, South Carolina
**Employment Type:** Full-Time

**About Us:**
Anderson Oconee Behavioral Health Services (AOBHS) is committed to providing high-quality behavioral health and substance use disorder treatment to individuals and families in Anderson and Oconee Counties. We are currently seeking a dedicated and experienced **Adult Services Coordinator** to join our team in Anderson and lead the delivery of client-centered counseling services.

**Position Summary:**
The Adult Services Coordinator provides leadership, supervision, and clinical oversight of adult outpatient substance use services. This position involves supervising clinical staff, conducting individual and group therapy, ensuring adherence to clinical and documentation standards, and maintaining strong relationships with community partners and referral sources. The role is both administrative and clinical in nature and requires strong organizational, leadership, and communication skills.

**Key Responsibilities:**

* Supervise and support clinical staff in delivering individualized clinical services (i.e., treatment planning, individual/group counseling/therapy, family counseling/therapy)
* Conduct weekly treatment team meetings and maintain regular clinical supervision.
* Provide direct counseling services, including group, individual, and family therapy.
* Ensure compliance with AOBHS policies, documentation timelines, and supervision standards.
* Monitor program performance and service delivery through chart reviews and data reports.
* Coordinate with external agencies including courts and social service providers.
* Submit timely documentation, billing, discharges, and program reports.
* Participate in organizational initiatives, committees, and continuous quality improvement projects.

**Qualifications:**

* Master’s degree in counseling, social work, or a counseling-related field with a minimum of **five (5) years** of clinical experience.
* **Three (3) to five (5) years** of experience in program management and clinical supervision preferred.
* Licensure as an **LPC, LISW, LPCS, LISW-CP**, or related credential is **required**, with preference given to applicants holding a **supervisor designation** with their license.
* Licensure in South Carolina (or eligibility to obtain South Carolina licensure) is strongly preferred.
* Must be **eligible for Addictions Counselor Supervisor certification** in South Carolina.
* Demonstrated leadership ability and understanding of **clinical supervision standards**.
* Strong knowledge of **substance use and co-occurring disorders**, treatment planning, and recovery models.

**Preferred Skills:**

* Proficiency with computer-based technology
* Experience with program coordination, clinical documentation, and outcome reporting.
* Ability to manage staff performance, deliver training, and ensure clinical compliance.
* Strong interpersonal skills and the ability to work with diverse populations and interdisciplinary teams.

**Schedule & Salary:**

* Full-time position with on-call responsibilities as assigned.
* Salary commensurate with qualifications and experience.
* Competitive benefits package including health insurance, retirement plan, and professional development support.

**How to Apply:**
Interested candidates should submit a resume and cover letter to:

**Human Resources**
Anderson Oconee Behavioral Health Services
mnixon@aobhs.org

Applications will be reviewed on a rolling basis until the position is filled.