

THE COUNSELING SOURCE, INC.

POLICY AND PROCEDURE

TITLE: Table of Organization

PURPOSE: To clarify lines of responsibility for all administrative and service staff of the agency as well as any committees, a Table of Organization will be maintained by the Executive Director.

POLICY: A Table of Organization shall be created and maintained by the Executive Director of The Counseling Source, Inc.

PROCEDURE: The Executive Director of The Counseling Source, Inc will update the Table of Organization annually. The Table of Organization shall include all administrative, clinical and contract staff, specifying lines of supervision. The Table of Organization shall also include committees that have oversight or advisory responsibilities.

REFERENCED STANDARDS AND REGULATIONS: ODMH OAC 5122-26-05; CARF Behavioral Health Standards Manual

EFFECTIVE DATE: 4/6/2005

REVIEWED: February 2018

David F. Turner, Executive Director

Date