

INTER TRIBAL WELLNESS CENTER

JOB DESCRIPTION

POSITION: Clinical Supervisor

DEPARTMENT: MTWY Tribal Leaders Council

ACCOUNTABLE TO: ITWC Program Director

SUMMARY OF WORK: Provide day to day clinical guidance necessary to ensure that the program functions productively and efficiently. The position functions as a team leader of an inter-disciplinary clinical team responsible for providing chemical dependency treatment services in prevention education, intake, inpatient treatment services, aftercare and follow-up.

JOB CHARACTERISTICS:

Nature of the work: The purpose of this position is to direct clinical services.

Personal contacts: Contacts are primarily with Case Management Team (Counselors), Behavioral Health and other providers.

Supervision Received: This position receives general supervision from the Program Director.

An understanding of and ability to supervise the technical aspects of the therapeutic process. The ability to design and refine a therapeutic system and provide the type of direction which results in success. Ability to complete reports, paperwork and other administrative tasks in a timely and effective manner.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Interacts directly with the Program Director to plan, develop and implement the treatment process according to the scope of work.

Observes on a daily basis the counseling and prevention education staff including observation of direct services, provides clinical and ethical support for counselors.

Applies and enforces confidentiality provisions protecting patients in accordance with federal laws, rules and regulations, specifically CFR 42, Part 2. Makes certain patient records confidentiality is maintained and in a secure area.

Ensures the clinical department staff is in compliance with completion of patient information files, management information system including AccuCare and other reports as required.

Ensures all patient confidential documents are filed in the clients file and not left in Counselor offices.

JOB REQUIREMENTS:

Knowledge: Knowledge of theories, concepts, principles and techniques of best practices as they apply to the culturally specific chemical dependency treatment for Native Americans.

Knowledge of the ASAM, AccuCare, SASSI and SUDDS Instruments.

Knowledge of appropriate local and other resources needed to provide service referrals.

Knowledge of child and adolescent development, family therapy and treatment modalities including those specific to adolescent addiction counseling, intervention strategies, crisis intervention, etc.

Skills: Knowledge of techniques and counseling skills required in treatment. Demonstrates skills in communicating both orally and in writing. Professional knowledge of the principles, practices and theories in behavioral sciences to enable the Clinician to help clients, families and staff with a full range of best practices as well as to design a program and develop and utilize resources to meet these problems. Professional knowledge and training in Licensed Addiction Counseling with focus on Diagnosis, assessment, treatment and including the entire continuum of services.

Abilities: Demonstrates ability to effectively confront and deal with problems thoroughly, with controversial issues and complex application of analytical, decision making and interpersonal skills. Demonstrate ability to negotiate effectively in a variety of adverse settings and conditions. Demonstrate ability to integrate Native American philosophies and cultural beliefs compatible with current best practices in chemical dependency.

EDUCATION AND EXPERIENCE:

Bachelors or Master's Degree in appropriate field of Human Services with emphasis on alcohol and drug education.

Wyoming and Montana Licensed Addiction Counselor – Must obtain Certification as a Clinical Director – within three years

Five Consecutive years of work experience as a Clinical Supervisor in an accredited program.

Must pass a background check that meets the Indian Child Protection Act Requirements.

JOB PERFORMANCE STANDARDS:

Performs assigned duties

Coordinates clinical day to day activities and referrals with other agencies, physicians, treatment centers

Conducts review of internal clinical procedure and policy and recommends changes to the director monthly.

Ensures the scheduling for patients and staff is operating efficiently and effectively

Adheres to standards of confidentiality

Maintains accurate and timely records

Observes work hours

Demonstrates punctuality