

JOB DESCRIPTION

POSITION:	Residential Clinical Supervisor
PRIMARY FUNCTION:	Oversee counseling staff and treatment activities in residential Substance Use Disorder treatment program with integrated mental health services.
REPORTS TO:	Residential Program Manager
SUPERVISES:	All clinical staff and college interns
CLASSIFICATION:	Exempt, full-time salaried position; will require some evening and weekend calls or on-site work.

PRIMARY RESPONSIBILITIES:

Clinical Supervisor is primary clinical leader for a team of 4-6 clinicians in a 30 to 90 day residential program licensed for intensive inpatient and long-term addiction treatment and CARF accredited. Clinical staff will include therapists with credentials in both SUD and mental health, as well as some college interns. This position is responsible for assisting in design and implementing the treatment regimen and curricula for residential treatment program(s) and guiding clinical staff in providing appropriate counseling and interventions to support initial phases of recovery from addiction treatment. Clientele will include some on opiate medications, including methadone or buprenorphine, and many residents will have co-occurring mood or personality disorders and/or trauma histories. Curricula will incorporate techniques and evidence-based strategies and holistic care as well as utilizing community self-help resources. Located in Northwest Washington, the program is likely to be a resource to many local tribes and programming will be culturally informed. Position will at times require hands-on interactions with patients and filling in for absent counselors.

Specific duties of the Clinical Supervisor include, but are not limited to:

- Hire, train and supervise assigned counseling and case management staff of residential treatment programs, including licensed mental health professionals, CDPs, CDP Trainees, mental health associates, student interns and volunteers.
- Ensure counseling coverage for 7-day treatment, including weekend family programming as well as resident treatment.
- Conduct weekly patient progress meetings as well as individual supervision with clinicians.
- Develop performance goals and monitor measurable outcomes against those goals, with regular written reports to supervisor and management.
- Establish meetings with families, referents and others to address complex needs of patients or address complaints and inquiries.
- Assure accurate and timely completion of all required client forms, progress reports, incident reports, or related documents required by agency policy, regulation, or contract.
- Audit at least 5% of individual patient records monthly to ensure that counseling staff have appropriate measurable individual service plans that are fluid and updated for patient progress, have current progress notes congruent with ASAM criteria, and treatment is consistent with all relevant policies and procedures of the organization and licensing and accreditation bodies.

- Complete performance evaluations on staff supervised in a timely fashion and in accordance with agency procedures, including reviewing job descriptions and noting for Program Manager any areas needing updating or revision.
- Provide training and consultation to residential specialists with regard to monitoring the residential milieu and assuring individual interactions are consistent with the treatment plan and goals for that patient.
- Complete clinical essential tasks of Program Manager when that person is not available.
- Attend and participate in staff meetings and organizational trainings and meetings as scheduled or assigned.
- Implement policies and procedures of the treatment milieu to ensure compliance with 42 CFR Part 2 and HIPAA (45 CFR), reporting breaches as required.
- Perform other duties as assigned.

ESSENTIAL SKILLS AND FUNCTIONS:

- Knowledge of ASAM placement criteria and DSM diagnostic criteria as it relates to chemical dependency.
- Reliable work attendance, ability to respond to after-hours emergency situations.
- Demonstrated knowledge in treating chemically dependent persons and their families and maintenance of comprehensive client records.
- Demonstrated skill in clinical supervision, coaching, and appropriate disciplinary documentation
- Ability to communicate effectively orally and in writing.
- Demonstrated ability to meet deadlines and carry out responsibilities with minimal direction.
- Work cooperatively with other agency staff and community and state agency representatives.
- Familiar with Microsoft Word and comfortable in a Windows/Microsoft Office environment.
- Maintain CPR and First aid certifications.

MINIMUM QUALIFICATIONS:

- Master's degree in a counseling discipline with and at least 3 years experience in a chemical dependency treatment program.
- Current certification by Washington State Department of Health as a Chemical Dependency (SUD) Professional.
- Washington State licensure in a mental health counseling discipline, ideally also meeting DOH requirements as an "approved supervisor."
- Must meet Department of Health requirements for "approved supervisor" under Chemical Dependency Professional; second qualification as DOH-approved supervisor for mental health counselors is preferred.
- Maintain a valid Washington State Driver's license and have a personal vehicle with insurance.
- Offer of employment is conditional upon review of Criminal Background Check and pre-employment drug test. Employer is a drug-free workplace, and employees will agree to random and for-cause drug testing policies.

PHYSICAL DEMANDS: Job requires regular sitting, standing, walking, stooping, bending, kneeling, crouching, reaching, pushing, pulling, twisting, and writing. While performing the duties of this job, the employee is regularly required to: sit; use hands to finger, handle or feel objects, implements or office equipment; talk and hear; stand and walk, reach with hands and arms; stoop or kneel. Employee must occasionally lift up to 40 pounds. Specific vision abilities required by this job include close, distance and color vision and the ability to adjust focus. Employee may be required to move beds or lift light furniture. **Language Skills:** Ability to read and understand procedures, memos and forms. Ability to write clearly and cohesively and to record patient observations effectively orally and in writing. **Reasoning Ability:** Ability to assess situations,

analyze options and apply procedures to interactive situations. **Work Environment:** The noise level in the work environment is usually moderate, with noise generated by adults rather than machines.

DISCLAIMER:

Evergreen Recovery Centers reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including primary responsibilities, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.” The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals. Any offer of employment is conditional upon review of current criminal background check and ability to pass a pre-employment drug test.

ACKNOWLEDGEMENT:

I acknowledge that I have read this job description and the requirements set forth above and certify that I meet these requirements and can perform all these functions.

Employee Signature

Date

Supervisor Signature