MAKAH TRIBE
POSITION DESCRIPTION

JOB TITLE: Chemical Dependency Clinical Supervisor

EXEMPT: Yes	**JOB CODE: N/A**
TARGET SALARY: $30.00 to $35.00/DOQ	**SHIFT: Flex**
PROGRAM: Recovery Services	**LOCATION: Makah Wellness**
REPORTS TO: Integrative Health Director	

SUMMARY: The primary purpose of this position is to provide chemical dependency program clinical supervision and substance abuse counseling and case management services within the Integrative Health Division. The goal is to lead the program to continually improve collaboration of services amongst the Sophie Trettevick Indian Health Center health service providers. The Sophie Trettevick is dedicated to building a Tribal-centric Behavioral Health Plan and this position will directly contribute to that goal. A strong commitment to working as part of an integrative health care team is essential.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the follow: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Responsible for implementation of the clinical substance abuse program according to the requirements of WAC 388-805-300 (4), and conduct periodic reviews of each CDP's clinical files according to the requirements of WAC 388B-0310 (2) C.

Serve as the approved supervisor of Chemical Dependency Professional (CDP) Trainees per the WAC 246-811-049.

Work with the Integrative Division's team to provide case management services to clients.

Plans, organizes and administers the programming for all client services with the program area.

Provide direct services and crisis intervention to clients at the program as needed.

Documents a review of a sample of each counselor's records at least semi-annually.

Work is support of the Integrative Health Director to accomplish the STIHC's goals to work with community groups, public and private agencies in resource development and, when indicated, act as program liaison to community groups and other agencies concerning programs.

Maintain all clinical records and assure confidentiality of all client information in accordance with federal, state and agency requirements.

Perform assessments of client's involvement with alcohol and other drugs according to the requirements of WAC 388-877-0610 and WAC 388-877B-0330.

Is responsible for monitoring the continued competency of each CPD in assessment, treatment, continuing care, transfer, and discharge. The monitoring must include a semi-annual review of a sample of clinical records kept by CPD in accordance with WAC 388-877b-0310 (1) (c).

Participate in staff meetings, conferences and assist in the development of new programs.

Maintain assigned client caseload and complete client records holding strict compliance with Federal and State regulations governing confidentiality.

Conduct intake interviews, evaluations, and assessments for potential clients.

Conduct individual and group counseling for clients and their families.

Provides referral and follow up services for clients. Maintains proper communication with appropriate agencies regarding client status.

Assists in developing and delivering instructional material to general public and other agencies.

Support the Healing to Wellness Court by participating in weekly sessions and coordinating services for the best outcomes of client cases.

Submits regular statistical and narrative reports as required by Integrative Health Director.

Client case management and court advocacy.

SUPERVISOR RESPONSIBILITIES
Directly supervises up to five employees in the program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, training, assigning, addressing complaints, and resolving problems.

EDUCATION and/or EXPERIENCE
Associates Degree required.

Must possess a current CDP credential from the Department of Health.

Bachelor's or Master's Preferred.

Must meet the requirements of Supervisor per the WAC 246-811-049.

LANGUAGE SKILLS:
Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL:
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply the concepts of basic algebra and geometry.

CERTIFICATES, LICENSES, REGISTRATIONS:
Must have a valid Washington state Driver's license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

Current certification with the State of Washington Department of Behavioral Health and Recovery (DBHR) as a Chemical Dependency Professional per Chapter 18.205 R.C.W. (WAC 246-811). Must have completed or be willing and able to complete an HIV/AIDS training approved by DBHR.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

IMMUNIZATION REQUIREMENT: In accordance with the Sophie Trettevick Indian Health Center Employee Immunization policy, selectee will be

required to be immunized against measles and rubella by providing documentation/proof of immunity to measles and rubella prior to entrance on duty. Exceptions are persons born before 1957 who are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of vaccine or have a history of severe reaction to a vaccine or who are currently pregnant.

OTHER SKILLS AND ABILITIES
Working knowledge of group and individual counseling techniques to effectively communicate with clients.

Working knowledge of the disease of alcoholism and substance abuse and implications of physical, spiritual, emotional, and psychosocial factors.

Ability to listen, observe and record a variety of information.

Ability to establish and maintain effective working relationships with staff, public and private agencies, and the general public.

Ability to communicate effectively both orally and written.

Ability to operate effectively in crisis and/or emergency situations.

Must be willing to travel and obtain training in current substance abuse techniques, domestic violence counseling for batter's, and other training as opportunities arise.

Culturally competent to work with Native American population.

Must submit to and clear a pre-employment alcohol and drug test.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 25 pounds

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in an outpatient Recovery Services setting and requires the ability to cope with constant changes in a stress

related environment. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors.

While performing duties of this job, the employee is occasionally exposed to wet/ and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be fully immunized against measles and rubella, or provide documentation/proof of immunity prior to employment. Employees may be required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculosis testing upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete an annual symptom questionnaire, and must report any relevant symptoms promptly.

Special Consideration:
Exceptions may be made if you are allergic to any component of a required vaccine, have documented history of a severe reaction to a vaccine, or have another medical reason why you cannot receive a certain vaccine. However, you are required to provide documentation/proof of allergy or medical condition that prevents use of that vaccine, in order to be considered for employment.

ACKNOWLEDGEMENT: This position description is intended to provide an overview of the requirements of the positions. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirements at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: Tabitha.herda@makah.com

OPEN: November 4, 2016
CLOSE: December 7, 2016

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: **If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.**

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.