POSITION DESCRIPTION
Title: Chemical Dependency Clinical Supervisor
Schedule: Monday through Friday
Location: Longview, WA
Classification: Full time
Opening Date: January 9, 2017
Salary Range: $29.00 to $36.00 DOE
Closing Date: January 27, 2017 or until filled

Position Summary: This position is responsible for supervision of Clinical staff while aiding in the development, coordination and implementation of the Chemical Dependency program as directed by the Program Manager and working alongside the smooth work follow between clinical and clerical staff.

Essential Functions:

1. Has the potential to provide up to 80 hours per month of direct counseling and case management services to patients; consisting of individual, group, family and educational services; including assessment, counseling and aftercare services.
   a. Offer assistance in finding coverage when primary Chemical Dependency Professional is out due to unplanned illness or planned vacation.

2. Provides Clinical Supervision of Chemical Dependency Professionals/Trainees, students and volunteers in accordance with WAC 388-805-300 (4) a-e. When the Program Manager is not on duty or on call, the clinical supervisor will have delegation of authority and responsibility to act in the Program Manager’s behalf.

3. Chemical Dependency Clinical Supervisors are considered at capacity when supervising 6 Chemical Dependency Professionals.
   a. Chemical Dependency Professionals at full-time equals a 1 for 1 supervisee, Chemical Dependency Professionals Trainee’s at full-time equal a 1.5 for 1 supervisee.
   b. Clinical Supervisors operates in two forms:
1. Caseload-carrying Clinical Supervisor: will carry a caseload while supervising 3 or less Chemical Dependency Professionals.
2. Non-caseload-carrying Clinical Supervisor occurs at 4 Chemical Dependency Professionals and the smooth transition of patients/groups to an alternative Chemical Dependency Professional.
   c. Clinical Supervisors will cover assessments, individuals and/or groups when necessary.

4. Maintains Washington State Department of Health Chemical Dependency Professional License, and a minimum of an additional 4,000 hours of working in a state approved chemical dependency treatment agency. Must show proof of Clinical Supervisory training in accordance with the WAC requirements.

5. Monitor and assist Chemical Dependency Professionals/Trainees maintain compliance with the policies and procedures of the agency, including personnel, treatment services, and records. Additional, the Clinical Supervisor will adhere to these policies as well.

6. Conducts regular Clinical staffing’s with all clinical personnel, they are supervising or aiding in supervision due to other Clinical Supervisors being off duty, to discuss matters pertaining to treatment issues, policies and procedures, case management, and staff relations.

7. Assists the Health Services Director, Program Manager, and Policy Analyst in updating of the agency manuals, upon request.

8. Has oversight of the direct service hours of staff and coordinates schedules to include intake assessment, individual counseling, group sessions, and educational programs. Clerical staff will put the assigned duties on the schedule. The Clinical Supervisor will have oversight of a workable schedule.

9. Monitors the record system quarterly and conduct spot checks of case files. Documented peer to peer file reviews monthly, quarterly Clinical Supervisor review. This gets reported to the Quality Assurance Team.

10. Advises the Program Manager of specific training needs of clinical staff members and recommends an appropriate course of action.

11. Advises CDP/T on curriculum program and content, and monitors treatment program sessions. Will assist treatment team in patient decision making and assure a high level of patient care.

**Additional Skills**
A. Will meet with CDP/T regularly in regards to staff training needs, case load, updates on assigned task, review any concerns and reinforce positive attributes.

B. Will provide Clinical Supervisory duties to Vancouver site as well as Longview. Will provide as necessary Clinical Supervision expertise and guidance to Seattle location.

C. Will give direction/coordination to clerical staff as it pertains to daily operations.

D. May include additional duties as assigned by the Program Manager or the Health and Human Services Director.

E. RPMS and PAMS Super-user and E.H.R. point person for Clinical staff.

**REQUIREMENTS**

A. Undergraduate degree (or equivalent) from an accredited college or university; and is qualified as a Chemical Dependency Professional.

B. A minimum of 5 years of providing direct care as a CDP.

C. Strong self-management capacity together with organizational skills and interpersonal skills.

D. Position requires some travel to Seattle and regular travel to Vancouver. Other travel may also be required to trainings or other pertinent meetings.

E. Must submit to and pass a criminal background check and drug test

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Word Processing software. Ability to effectively utilize electronic health records with a high level of accuracy.

**Certificates, Licenses, Registrations**

Chemical Dependency Professional (CDP) Certificate

**Other Skills and Abilities**

Must not have a history of alcohol or other drug misuse for a period of three years before employment as a CDP and not display evidence of misuse of alcohol or other drugs while a CDP. Must understand and adhere to state and federal confidentiality regulations. Conducts self ethically and professionally at all times. Must have knowledge of and culturally sensitive to the
problems of the patients of this agency. Must sign an oath of permanent confidentiality covering all patient-related information. Must be of the conviction that chemical dependency is a treatable illness and constitutes a public health problem.

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail resume and cover letter to:
Human Resources Department
Cowlitz Indian Tribe
P.O. Box 2547
Longview, WA 98632