Chemical Dependency Program Manager

COWLITZ INDIAN TRIBE
DEPARTMENT OF HUMAN RESOURCES
JOB ANNOUNCEMENT

POSITION DESCRIPTION
Title: Chemical Dependency Program Manager
Schedule: Monday through Friday
Location: Tukwila, WA
Classification: Full time
Opening Date: January 10, 2017
Salary Range: $36.00 to $45.00 DOE
Closing Date: January 31, 2017 or until filled

Position Summary: Oversee a staff of chemical dependency professionals providing SUD Services to the American Indian Community of Seattle. Collaborate with mental health professional colleagues and dual credentialed colleagues and work closely with justice system institutions and other referring agencies. Implement an MAT Program. Reports to Clinic Director.

Essential Functions:

A. Assist the Human Resource Team in hiring new employees.

B. Seeks new funding opportunities and implements grants and contracts. Seeks opportunities to expand services with the direction of the HHS Director and Tribal Government.

C. Ensures that grant and contract deliverables are being met.

D. Continually address programmatic problems as they arise.

E. Continue to implement a team approach in operating a program.

F. Prepares written performance evaluations annually for the Clinical Supervisor and Support Staff. Ensures that performance evaluations are done in accordance with CARF Standards.
G. Assists in monitoring accounts payable and receivable.

H. Works with Fiscal Manager and HHS Director to manage the Chemical Dependency budget.

I. Works with DBHR, CARF other Tribal entities to give input into decision making.

J. Responsible for assigning the responsibilities of the Clinical Supervisor. WAC 388-805-145 (5)

K. Will be responsible for ensuring all licensed professional under the Chemical Dependency Department are have the appropriate credentials to work within their scope of practice, will also ensure that all Full-time CDP/T do not exceed more than 120 hours of direct patient contact. WAC 388-805-145 (6).

L. The Program Manager/Administrator will provide feedback to the Health and Human Services Director regarding the development of employment infrastructure as we continually grow.

M. Will report any safety concerns that affect the staff or patients promptly

N. Will actively participate in Quality Improvement and Quality Assurance measures

O. Will assist the Health and Human Service Director and other Policy Makers that the administrative, personnel, and clinical policy and procedure manuals are developed/revised as necessary and adhered to. The Health and Human Services Director reviews these annually.

P. Will ensure the program is in compliance with all applicable CARF, Federal, State, Tribal, and local laws and regulations.

Q. Oversee development of annual budget

R. Other duties as assigned by the Health and Human Services Director.

Requirements
A. Undergraduate degree (or equivalent) from an accredited college or university; and is qualified as a Chemical Dependency Professional, with a minimum of 5 years in the field.

B. 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 drug while a employed within the Chemical Dependency Department.

C. Understands and adheres to state and federal confidentiality regulations.

D. Conducts self ethically and professionally at all times.

E. The abilities to coordinate and supervise counseling and support personnel; to deal effectively with courts, probation department, and other agencies and professionals; and to develop and supervise successful treatment programs for various types of patients are essential. Managerial and organizational skills are required.

F. Applicants are expected to subscribe to the philosophy of total abstinence for recovered and recovering alcoholics or addicts.

G. This person must be of the conviction that chemical dependency is a treatable illness and constitutes a public health problem.

H. This person must sign an oath of permanent confidentiality covering all patient-related information.

I. Must submit to and pass a criminal background check and drug screen

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