



COLORADO RIVER INDIAN TRIBES

Human Resources

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PARKER, ARIZONA 85344

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Eldred Enas, Chairman

MAY 07, 2012

#42-12

VACANCY ANNOUNCEMENT

DEPARTMENT: DEPARTMENT OF HEALTH SERVICES-BEHAVIORAL HEALTH
POSITION: ALCOHOL AND SUBSTANCE ABUSE PROGRAM MANAGER
SALARY RANGE: \$24.15 PER HOUR
CLOSING DATE: OPEN UNTIL FILLED

GENERAL SUMMARY

Must be a Licensed Independent Substance Abuse Counselor in the state of Arizona. The Alcohol and Substance Abuse Program Manager ensures that all Substance Abuse program activities and interventions are clinically appropriate, provides clinical support and guidance to programs and staff, monitors program acuity, and coordinates interagency referrals and services. The Program Manager is responsible for clinical assessment, treatment planning, and all documentation for his or her caseload and those he or she supervises. The Program Manager completes clinical assessment for intakes; provides individual, group, and family counseling to assigned populations; and provides supervision to subordinate clinical staff as assigned.

MAJOR DUTIES/RESPONSIBILITIES

- Supervision of the Alcohol and Substance Abuse Program staff. Standard: Alcohol and Substance Abuse staff shall be supervised.
- Program Manager ensures that initial assessment occurs within 7 days of a request. Standard: Random chart audits will document that initial assessments are completed within established time lines and all clinical areas meet professional standards at least 95% of the time.
- Maintains a therapeutic and professional relationship with clients. Standard: Staff will receive no more than three (3) substantiated minor complaints or one major complaint during the rating period. A formal complaint is defined as a valid written complaint or incident report filed by a client.
- Completes Progress Notes which are substantiated by documentation of services rendered at least 95% of the time. Standard: Progress Notes will be supported by service documentation in clinical records at least 95% of the time based on a random sample.
- Accurately observes and reports client behavior and activities in open client clinical records using the Subjective, Objective, Assessment, and Plan (SOAP) or Data, Assessment, Plan

(DAP) format according to time lines and policy.

Standard: client documentation will be placed in open clinical records in accordance with policy and time lines and pass random open chart reviews at least 95% of the time using an accepted open chart review tool.

- Completes necessary documentation to allow clinical records to be closed.

Standard: Clinical records will be closed upon client discharge and pass random closed chart reviews at least 95% of the time using an accepted closed chart review tool.

- Ensures that initial assessment occurs within 7 days of a request.

Standard: Random chart audits will document that initial assessments are completed within established time lines and all clinical areas meet professional standards at least 95% of the time.

- Participates in all appropriate meetings that may have an impact on the department's well being.

Standard: Meetings will be attended with no more than two (2) unexcused absences per rating period.

- Participates in Quality Management and Utilization Review procedures.

Standard: Quality Management reporting criteria will be met on time and Initial and Continued Stay Authorizations will be completed as required at least 95% of the time.

- Informs the supervisor of any issues that may warrant notification of reporting or are of an emergent or concern of a clinical nature.

Standard: Program Manger will inform Clinical Director within 24 hours 100% of the time regarding major issues or issues which may develop into a reportable issue. Notification may be written or verbal (fax or e-mail is acceptable).

- Works to develop a productive working relationship with referral sources and community agencies through open and effective communication.

Standard: No more than two (2) substantiated major complaints from referral or community agencies will occur during the rating period.

- Remains active in the community—identifying gaps in service delivery, acting as a representative of the Alcohol and Substance Abuse Program, and serving on community boards or committees as assigned.

Standard: A minimum of one formal report (written or verbal) will be presented to the Director on activities within the community each quarter.

- Maintains state licensure as an Independent Substance Abuse Counselor.

Standard: The Substance Abuse Counselor will maintain state licensure as an Independent Substance Abuse Counselor.

- Participates in Continuing Education (CEU) trainings as appropriate.

Standard: Program Manager will monitor and maintain the necessary Continuing Education Units to ensure uninterrupted licensure.

- Completes all annual mandatory trainings.

Standard: 100% of staff will complete all mandatory trainings annually.

- Performs other duties as assigned.

Standard: Other duties will be performed as directed by a supervisor or an administrator.

PROFESSIONAL STANDARDS

A. CRIT Behavioral Health Services follows the American Counseling Association's (ACA) Code of Ethics. This includes, but is not limited to the following:

- Have a responsibility to abide by the *ACA Code of Ethics* Standard:

Will abide by the *ACA Code of Ethics*.

- Aspire to open, honest, and accurate communication in dealing with the public and other professionals.

Standard: Will engage in open, honest, and accurate communication.

- Practice within the boundaries of professional and personal competence.

Standard: Will practice within the boundaries of professional and personal competence.

- Have a responsibility to the public to engage in counseling practices that are based on rigorous research methodologies.

Standard: Will engage in practices that are based on rigorous research methodologies.

- Engage in self-care activities to maintain and promote their emotional, physical, mental, and spiritual well-being to best meet their professional responsibilities.

Standard: Will engage in an emotional, physical, mental, or spiritual well-being self-care activity for one hour per work day.

WORK ENVIRONMENT

A. Confidentiality

This position is exposed to highly confidential client information including treatment records, financial status, and demographic information. Must maintain client/patient confidentiality and must be able to work with confidential material in accordance with the *Federal Health Insurance Portability and Accountability Act (HIPAA)*.

B. Supervision

This position is responsible to supervise subordinate direct care staff as assigned.

C. Mental Application and Responsibility

Documentation is governed by policies and procedures, and clinical judgment is reviewed with the Clinical Director. The Program Manager is highly involved in crisis resolution with clients and has primary responsibility for ensure that ASAP staff complete assessments and make appropriate referrals for service.

D. Internal and Public Contacts

This position involves constant direct interaction with clients, their families, the Clinical Director, direct care staff, Child Protective Services, Social Services, Indian Health Services, and other social service providers.

E. Conditions and Equipment

Working conditions include office, in-home, community and school settings, and working independently as well as with individual clients and peers. The work is fast paced and hours vary between 8 AM to 8 PM, with some weekend work required. Equipment operation includes basic office equipment, computers, and communication tools. Must have a reliable vehicle, an Arizona Driver's license and proof of insurance.

QUALIFICATIONS

A. Education

If licensed after 2004 must hold a minimum of a Bachelor's degree. If licensed after 2006, must hold a minimum of a Master's degree.

B. Licensure

Must hold a Licensed Independent Substance Abuse Counselor (LIS AC) license. It is preferred that Program Manger is also dually licensed as an Independent Master's Level Mental Health Therapist (LPC, LMFT, or LCSW).

C. Experience

Requires experience in the assessment of clients in assigned populations with 2 years experience in mental health work minimum. Must be over 21 years of age.

D. Abilities

Requires excellent interaction skills, written and verbal communication skills, flexibility in working

hours, and good organizational skills. Experience and knowledge of community resources, family dynamics, human behavior, and Native American culture is required.

SPECIAL POPULATION REQUIREMENTS

Generalist Requirement (Child/Adolescent, Geriatric, Substance Abuse)

Completion of at least 6 months of employment in specialty area or related courses, continuing education or in-service training.

A. Child/Adolescent Population

The person conducting assessments and/or providing treatment to children/adolescents is able, through training, experience, and specific observation or testing of performance, to:

1. Demonstrate knowledge of growth and development to communicate and provide therapy at an age-appropriate level.
2. Demonstrate knowledge of the range of treatment needs common to this population.
3. Demonstrate the capability of interpreting information appropriate to the age of the child being assessed and/or treated.
4. Demonstrate knowledge of the specific rights afforded children and their parent/guardian.

B. SMI Population

The person conducting assessments and/or providing treatment to clients with Serious Mental Illness is able, through training, experience, and specific observation or testing of performance, to:

1. Demonstrate knowledge of the special needs of the SMI population.
2. Demonstrate knowledge of the safety, risk, and infection control practices pertinent to the work environment and is able to convey that knowledge to the person with Serious Mental Illness.
3. Demonstrate knowledge and principles of instruction/training.
4. Demonstrate the ability to employ appropriate motivation techniques with clients.
5. Demonstrate knowledge of the community resources typically needed by the SMI population and has knowledge how to access those resources.

C. Substance Abuse Population

The person conducting assessments and/or providing treatment to clients with Substance Abuse issues is able, through training, experience, and specific observation or testing of performance, to:

1. Demonstrate competence in gathering and interpreting information about addiction.
2. Demonstrate understanding of the biopsychosocial influences and the effects of addictions.
3. Demonstrate knowledge of the natural history and clinical basis of addiction.
4. Demonstrate knowledge of the natural history and clinical basis of dependent individuals.
5. Knowledgeable about available treatment resources and their appropriate use.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

Or

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.