



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

PH (928) 669-1320 • FAX (928) 669-5263

## VACANCY ANNOUNCEMENT

December 17, 2012

#118-12

DEPARTMENT: DHSS-BHS  
POSITION: ASSISTANT ASAP/ RTC PROGRAM MANAGER  
SALARY: \$21.00 - \$24.15/HR. (D.O.E/D.O.L.)  
CLOSING DATE: OPEN UNTIL CLOSED  
SUPERVISED BY: ASAP/ RTC PROGRAM MANAGER

### **DUTIES AND RESPONSIBILITIES:**

*(THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE.)*

The Assistant ASAP (Alcohol and Substance Abuse Program)/Residential Treatment Center Manager assists the ASAP.RTC Program Manager in the management and coordination of operations and program delivery for the ASAP Residential Center and the ASAP program. The Asst. ASAP.RTC Prog. Mgr. is the staff member primarily responsible for the day to day on-site management of the CRIT Residential Treatment Center (RTC). During the construction phase of said facility, the Asst. ASAP/RTC Prog. Mgr. will serve as the coordinator of facility clinical staffing and policy development, at the direction of the ASAP/RTC Program Manager. The incumbent will also serve as the primary alcohol and substance abuse placement coordinator and discharge/transition planner for CRIT BHS/ASAP. The Assistant ASAP/Residential Treatment Center Manager reports directly to the ASAP/RTC Program Manager. This position also acts (at the direction of or in the absence of the ASAP/RTC Program Manager.) as a representative and advocate in matters directly related to service delivery; contract negotiations; staffing; committee liaison with governing bodies attached to licensing and regulatory oversight; educational programs; medical and social service counterparts; and other bodies deemed to be in the best interest for the provision of education, welfare, spiritual and cultural needs of the ASAP and ASAP Residential Program as defined by all state and tribal regulatory standards.



## **MAJOR DUTIES/RESPONSIBILITIES:**

- Assist in directing and managing the operations of ASAP and The ASAP Residential Treatment Center Programs.
- Serve in the capacity of the ASAP/RTC Program Manager in the absence of the ASAP/RTC Program Manager.
- Under the direction of the ASAP/RTC Program Manager, assist in developing and implementing all policy and procedural systems for the ASAP and ASAP Residential Treatment Programs.
- Assist in and recommend the hiring of professional staff.
- Direct and supervise staff.
- Be responsible for developing staff training programs and continuing education.
- Under the direction of the ASAP/RTC Program Manager, provide direct oversight for program spending and budgeting and maintain fiscal responsibility and integrity of all line items.
- Assist in developing and implementing community activities that promote cultural awareness and project a positive image of the Program.
- Be responsible for the actual delivery of service directed towards each client.
- At the direction of the ASAP/RTC Program Manager, liaise with all internal and external committees designed to maintain continuity and consistency with program delivery.
- At the direction of the ASAP/RTC Program Manager, liaise with all relevant community resources such as but not limited to children's services; juvenile justice programs; parenting classes; out-patient substance abuse and mental health programs; school programs; education; crisis intervention community programs; and medical services.
- Ensure all data and records are collected and maintained subject to system criteria
- The Assistant ASAP/Residential Treatment Center Program Manager will assist in establishing and implementing on-call procedures for the facility that will require minimal response times, as well as the direct response by the manager to all critical incidents.

## **QUALIFICATIONS:**

1. **EDUCATION: (Preferred)** Master's Degree in Substance Abuse Treatment, Chemical Dependency, Behavioral Health, or related field from a regionally accredited institution preferred. **(Required)** Bachelor's Degree in Substance Abuse

Treatment, Chemical Dependency, Behavioral Health, or a related field from a regionally accredited institution required. Specialized training, practicum, and experience leading to licensure as a Licensed Independent Substance Abuse Counselor in the State of Arizona or equivalent licensure in another state or jurisdiction with immediate eligibility for Arizona licensure required.

**2. Experience:** Must have substantial experience working in a supervisory position at a substance abuse residential treatment facility or service delivery of substance abuse treatment in a licensed facility. Demonstrated experience working with Native American people.

**3. Knowledge, Skills and Abilities:**

- Must have a proven ability to coach and mentor staff in a positive and rewarding style.
- Must have extensive knowledge working with Native American communities and their tribal councils.
- Must understand finances as they relate to the total program and be prepared to present them to those responsible for the program. Must be always mindful to the bottom line yet at the same time provide quality service.
- Must be able to interact positively with community leaders in promoting the program and act as the advocate for positive change.
- Sensitive to the needs of at risk clients.

**4. Licensing/Certifications**

- Licensure as a Licensed Independent Substance Abuse Counselor (LISAC) in the State of Arizona or equivalent licensure in another state or jurisdiction with immediate eligibility for Arizona licensure required.
- Posses a valid Arizona Driver's License.
- Employment is subject to fingerprinting for the purpose conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.
- Maintain confidentiality in accordance with the Federal Health Insurance Portability and Accountability Act (HIPAA).

**APPLY:  
COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE  
DEPARTMENT**

**26600 MOHAVE ROAD  
PARKER, ARIZONA 85344**

**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. Pre-employment drug screening is required.**