



SWINOMISH INDIAN TRIBAL COMMUNITY

11404 Moorage Way
La Conner, Washington, 98257-0817
Phone (360) 466.3163 | Fax (360) 466.5309

Job Description

Wellness Program Clinical Supervisor

GENERAL FUNCTION:

The Clinical Supervisor manages the clinical aspects of the agency under direction of the program director.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended only to illustrate the various types to work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Provides up to 120 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. Direct counseling shall be reduced in accordance with WAC 388-805.
- Provides supervision of CDP trainees, students, and volunteers in accordance with WAC 388-805 when directed. Provides supervision of CDP trainees in accordance with WAC 246-811. Performs the duties of the program Administrator when delegated.
- Maintains qualification as CDP.
- Helps implement the policies and procedures of the agency, including personnel, treatment services, and records.
- Prepares written performance evaluations annually for counseling staff with collaboration of SWP director.
- Conducts regular staff meetings for all clinical personnel to discuss matters pertaining to treatment issues, policies and procedures, case management, and staff relations.
- Assists the program administrator in updating of the agency clinical manual
- Coordinates assignments concerning intake assessment, individual counseling, group sessions, and educational programs.
- Monitors the case managers' implementation of a problem oriented records system by periodically spot-checking case files from each case manager/CDP.
- Advises the program administrator on specific training needs of clinical staff members and recommends an appropriate course of action.
- Organizes curriculum program and content, and monitors all treatment program sessions provided by the agency.

MINIMUM REQUIREMENTS

- Current Certification as a Chemical Dependency Professional pursuant to applicable Washington State law.
- Must meet WAC 246-811-049 as an approved supervisor.
- A Bachelor's Degree in a relevant field of study from an accredited college or university is preferred. This requirement may be waived for a minimum of five (5) years of successful experience in the field of Chemical Dependency.
- Exceptional organizational and management skills.
- Valid Washington State Driver's License
- Current CPR training or ability to take and pass CPR class before end of probationary period
- Must pass pre-employment, urinalysis testing and criminal background check.
- No substance abuse for the last five (5) years.
- Understands and adheres to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2). Conducts self ethically and professionally at all times. Knowledge of and culturally sensitive to the challenges of the patients at this agency. This person 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.
- This is a safety sensitive position and is subject to random urinalysis drug screens.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

Application Instructions

- Return application form, Cover letter, and resume to Alethia Edwards in the Personnel office.
- Complete the Swinomish Indian Tribal Community application form; Do not write, "see resume" on the application
- Email ailedwards@swinomish.nsn.us

Swinomish Tribal Community
HR Office
11404 Moorage Way
La Conner WA 98257