



SWINOMISH INDIAN TRIBAL COMMUNITY

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

JOB DESCRIPTION

RECOVERY HOUSE MANAGER

GENERAL FUNCTION

The Recovery House Manager is the agent for managing the daily operations of the recovery homes, manages staff, and provides case management to the residents. This person will report to the Swinomish Wellness Program (SWP) Director.

1. Attendance:
 - A. To be in attendance and on time; to be available to work a flexible schedule, including evenings, nights, weekends and on-call.
 - B. Attend scheduled Wellness Program meetings, trainings and events.
 - C. Attend team meetings, psychiatric consultation, individual supervision and other program meetings.
 - D. Attend and travel to and from work related events as required.

2. Clinical and Case Management Skills:
 - A. Responsible for providing recovery housing and support services to clients including: intakes, orientations, treatment planning, individual and group counseling, case management and discharge planning.
 - B. Strengthen community resources that support individuals and families in recovery and transitioning to independent living.
 - C. Identify and establishes working relationships with Tribal, federal, state and community resources for clients.
 - D. Refer clients to resources in the community as appropriate: i.e. Housing, education, detoxification services, inpatient treatment, mental health, ICW, medical professionals, DSHS etc.
 - E. Report suspected child or elder abuse, domestic violence and threats of harm to the appropriate agency. Collaborate with Tribal law enforcement and ICW to ensure safety of affected family members.

- F. Identify community needs and assist the SWP Director in development of resources to address those needs utilizing standards of practice, creativity and local resources.
- G. Participate in case management with other staff.

3. Management Skills:

- A. Assist with and provides input for developing program manuals, policies and procedures; defines program objectives; organizes schedules and facility workspaces; evaluates program performance.
- B. Ensure program meets all applicable laws, codes, and policy standards.
- C. Organize client applications and screens clients for appropriate intakes.
- D. Supervise, train and coach all program staff using the WAC's, RCW's, Tribal policy and other applicable laws, changes in policy/procedure and new technology
- E. Provides daily staff supervision; is effectively involved in selecting and hiring of staff; manages staff scheduling to ensure 24 hour coverage of facility, delegates work assignments; promotes teamwork; evaluates staff; develops training curriculum. Provides appropriate documentation.
- F. Follows appropriate disciplinary procedures for staff, completes performance evaluations and required documentation.
- G. Review files quarterly for each Recovery House Staff and as needed to ensure adequate documentation of services.
- H. Assist as needed in the coordination of community events and plans regular House activities with help of Activities Coordinator.
- I. Provide the Swinomish Wellness Program Director with fiscal and program performance/quality assurance data to assist in reporting; provides reports to a variety of audiences when directed
- J. Identify unfilled services and report them to the SWP Director.
- K. Notify the SWP Director of any safety, maintenance and/or operational issues of the program.
- L. Assists, develops and monitors program goals, performance measures, strategic plans and other relevant data. .
- M. Participates with the SWP Director in ongoing evaluation of program goals.
- N. Assist the SWP Director with other duties as assigned.

4. Safety:

- A. Adheres to safety policies and procedures within the Swinomish Tribe and Department of Health.

- B. Conducts random and routine inspection of facility, reports findings in appropriate formats
- C. Completes incident reports when appropriate and forwards them to the SWP Director in a timely manner.
- D. Responds to emergencies calmly and professionally.

OTHER DUTIES:

- 1. Transport clients as necessary.
- 2. Administer and documents various types of toxicology screens.
- 3. Attendance at mandatory trainings and approved trainings.
- 4. Because of the Tribe's commitment to community service and the wellbeing of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.
- 5. Able to communicate effectively in the English language in person, phone and writing.
- 6. Ability to be physically active up to 75% of the time to include standing, lifting, pushing, pulling and reaching.
- 7. Manual dexterity of hands/fingers for writing and computer input.

KNOWLEDGE:

- 1. The Medicine Wheel concept and its application as a treatment model.
- 2. Evidence based and best practice models of treatment and housing.
- 3. Diagnostic and Statistical Manual of the American Psychological Association (DSM V); co-occurring disorders.
- 4. Holistic assessment techniques, including the ASAM criteria.
- 5. Relapse prevention planning, life skills, prevention of domestic violence, parenting skills and craving-reduction skills.
- 6. Community resources aimed to increase independent living skills (i.e., vocational, education, housing, financial assistance, etc.)
- 7. Current approaches for transitional/residential recovery programs, diagnostic services, treatment placement services, and maintaining client files.
- 8. Tribal and applicable Federal and State laws as they impact treatment and client rights.
- 9. Twelve core functions, continuum of care, theories and models of treatment and 12 step movement.
- 10. Referral networking and case management.
- 11. Outreach services, prevention services and sober support services.

MINIMUM REQUIREMENTS

- Current Certification as a Chemical Dependency Professional pursuant to applicable Washington State law.
- 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.
- Three (3) years of relevant experience in a residential care/treatment setting.
- 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.

Employee Signature: _____

Supervisor Signature: _____