



## SWINOMISH INDIAN TRIBAL COMMUNITY

11404 Moorage Way  
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### Job Description

#### Wellness Program Director

##### **GENERAL FUNCTION:**

The Program director manages the personnel, administrative and clinical aspects of the Wellness Program and Transitional Living Program, which includes Outpatient, inpatient case management, Suboxone, Vivitrol, Gambling and Naloxone under direction of program administrator.

##### **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 388-877
- Provides supervision of , CDP's CDP trainees, students, and volunteers in accordance with WAC 388-877 when directed. Provides supervision of CDP trainees in accordance with WAC 246-811-049. 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 as required by WAC.
- 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 quarterly review of 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.

- Coordinates all tribal members seeking funding for detox and inpatient for tribal pay.
- Develops and Manages Suboxone, Gambling, Inpatient and Recovery House budget.
- Serve as an active member of. 7.01 DBHR committee, Tribal Gambling Providers Meeting, Opiate Task Force Lead, Swinomish Wellness Program and Child Protective Team Member. And any other organizations or duties assigned.
- Supervises Suboxone physician, coordinates weekly prescriptions and consults with pharmacy during and off work hours.
- Manage UA color line daily.
- Supervises Recovery House Manager to provide 24/7 supervision of the three Transitional Living Recovery houses' staff and residents, including supplies and maintenance.
- Provide supervision, training and maintain schedules of TL staff.
- Develop, maintain and review yearly TL policy and procedures manuals.
- Review and maintain healthy community tip line, delegate as needed.
- Provides Naloxone training to all staff and community members, coordinates with pharmacy for payment and distribution of overdose kits.
- Assigns staff for outreach and community events.
- All other duties as assigned by Programs Administrator.

**REQUIREMENTS:**

- Possession of a valid Washington State Driver's License at the time of appointment is a must.
- 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.
- 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.
- 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.
- Applicants shall have no history or evidence of alcohol or other drug misuse for a period of two years immediately prior to the date of employment and while employed.

- Applicants shall conduct themselves ethically and professionally at all times.

**EMPLOYMENT CONDITIONS:**

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt. This is a safety sensitive position and is subject to random drug screens.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_