

**NORTHERN CHEYENNE TRIBE
TRIBAL BOARD OF HEALTH
POSITION DESCRIPTION**

POSITION: Clinical Supervisor

SALARY: \$27.00-\$32.00

DEPARTMENT: Northern Cheyenne Recovery Center (NCRC)

ACCOUNTABLE TO: NCRC Director

CLASSIFICATION: Regular Full-Time, Covered, Non-exempt

OPENING DATE: September 14, 2022**CLOSING DATE:** September 28, 2022 at 4PM

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)**

SUMMARY OF WORK:

The position is responsible for providing the day-to-day clinical supervision necessary to ensure that the Northern Cheyenne Recovery Center program services and functions are productively and efficiently managed. This position serves as the primary clinical professional and directs clinical staff and monitors treatment services. The position serves as a team leader of clinicians responsible for providing chemical dependency evaluations, intake/admissions, informed consent, outpatient treatment services, prevention education, inpatient treatment referral, referrals, correspondence and ethical decision-making Clinical supervisor roles, teacher, mentor, coach, & consultant.

JOB CHARACTERISTICS:

Nature of Work: The purpose of this position is to direct Clinical Services and provide clinical supervision to licensed and certified addiction professionals as well as trainees.

Personal Contacts: The position contacts are primarily with LAC's, Peer Support Staff, NCRC Staff, Behavioral Health professionals and other collaborative providers.

Supervision Received: The position is supervised by the Northern Cheyenne Recovery Center Director.

Clinical Supervision: This position works as a clinical team leader that promotes professional developmental growth through teaching and supporting the clinical staff's knowledge and applied clinical skills.

Essential Functions: This position is designated the team leader in all clinical functions of the agency. The position must have an understanding and ability to supervise the technical aspects of the therapeutic process in respect to addiction counseling and chemical dependency services. The position will guide, direct, teach all applicable standards of care in treating patients with addiction to the Clinical Team of Northern Cheyenne Recovery Center. The position will design and refine a therapeutic treatment system and provide the type of direction which results in success for the program. The position completes clinical reports in a timely and effective manner directed by the supervisor. The position must maintain a high standard of confidentiality in accordance with HIPAA and CFR 42 Part 2.

AREAS OF JOB ACCOUNTABILITY:

The position will monitor clinical work and quality of care given to clients in accordance with applicable policies and procedures. The clinical supervisor is a professional clinical leader that will provide a wide array of clinical services and duties such as:

- Interacts directly with the NCRC Director to design, plan, develop, implement, and maintain evidence-based treatment services according to the program scope of work.
- Observes and evaluates clinical professional development. This includes observation of direct services, review of progress notes, approvals of treatment plans and provides clinical and ethical support for counselors. This position monitors all clinical work and ensures that supervisees maintain the delivery of quality services.
- Applies and enforces confidentiality provisions protecting patient in accordance with Federal laws rules and regulations, specifically CFR 42, Part 2. Makes certain patient records confidentiality is maintained and in a secured area.
- Ensures the clinical department staff is in compliance with client charting information and other reports as required. Ensures that clinicians utilize and learn appropriate progress notes for billing services.
- Monitor and educate clinical staff on ASAM placement, delivery of services, treatment planning to discharge.

- Observes clinicians and creates learning plans, supervision agreements and provides ethical guidance.
- Provides ongoing clinical evaluations for clinical staff for professional development.
- Develops individual plans to reduce the risk of burnout.
- Must have professional clinical ethical skills and able to maintain ethical boundaries within job description.

JOB REQUIREMENTS:

Knowledge: The position requires professional knowledge of chemical dependency treatment modalities, theories, practices, and instruments such as ASAM, Assessment tools, chemical dependency evaluations and billable progress noting formats. The position requires knowledge of concepts, principles and techniques of best practices as they apply to the culturally appropriate chemical dependency treatment services. The position requires knowledge of appropriate local and other resources needed to provide service referrals for in-patient and out-patient treatment services. The position requires knowledge of child and adolescent development, evidence-based treatment modalities, and health and wellness education including those specific to addiction counseling, intervention strategies, crisis intervention, health prevention and promotion. The position requires knowledge of third-party billing and collections for program revenue generation.

Skills: The position requires skills, knowledge, and techniques in counseling modalities in treatment. The position must demonstrate skills in communicating both orally and in writing. The position skills must include an understanding of the principles, practices and theories in addiction counseling to enable the clinician and licensed professionals to help clients and staff with a full range of best practices as well as to implement or maintain a program curriculum. This position must be able to demonstrate effective leadership skills within the clinical team.

Abilities: The position must have the ability to effectively handle ethical dilemmas and apply ethical decision making and be able to demonstrate professional interpersonal skills. The position must be able to negotiate effectively in a variety of adverse settings and conditions and demonstrate the ability to integrate culturally appropriate philosophies and cultural compatible with current best practices in chemical dependency. The position must possess computer skills and be able to enter data in case management software system. Must be able to work flexible work hours as needed. Must be able to maintain professionalism in a high stress environment. Must be able to keep a minimal caseload if needed.

EDUCATION AND EXPERIENCE:

Associates Degree in addiction studies is required. Bachelor's Degree or higher is preferred in appropriate field with emphasis on alcohol and drug addiction

Or current licensure (LAC) combined with extensive professional experience in the field of chemical dependency treatment

Must have a Licensed Addiction Counselor (LAC)

Must have experience in leadership roles.

Must have 10 years of continuous abstinence from mood altering substances.