POSITION DESCRIPTION

TITLE: Clinical Supervisor - IOP  
HOURS OF WORK: Full Time, M-F  
LOCATION: 4520 N. Central  
CHAIN OF AUTHORITY: Board of Directors, CEO, Director of Outpatient and Integrated Health

MISSION: Improving the lives of individuals and families through Native American culturally appropriate behavioral health, affordable housing, and community development services

POSITION SUMMARY: Oversight of the direct the clinical care in the Outpatient clinic to assure that a full range of substance abuse and psychological services are provided to chemically dependent Native American men, women, their families and other special needs populations.

RESPONSIBILITIES:

• Provides supervision of clinicians, case managers and recovery coaches in Outpatient Services.
• Informs employees on NAC policy and procedure State licensure requirements and ensures the accurate dissemination of this information.
• Prepares formal evaluation of employee performance as needed and required.
• Supervision of weekly clinical case staffings.
• Ensures the provision of in-service education and training to all clinical staff to ensure compliance with state licensing requirements and to maintain a high degree of clinical knowledge throughout the agency.
• Oversees and approves the curriculum and clinical treatment programs in each clinical department to reflect the needs of the targeted population and consistency of treatment services throughout the agency.
• Works with the Director of Outpatient and Integrated Health on oversight of the completion of data and submits reports of activities, utilization and encounters on a regular basis.
• Upholds the policies and procedures for maintaining accurate client case records in accordance with agency record keeping requirements.
• Works with management team to prepare and revise agency-wide clinical policy, procedures and vision.
• Supervises and ensures the integration of therapeutic treatment with traditional methods of healing and recovery.
• Works closely with Clinical Supervisor of Intake to ensure a seamless delivery of service for clients from intake through discharge.
• Assists the Director of Outpatient and Integrated Health with ongoing tribal marketing and outreach efforts as needed.
• Support and directs the integration of agency and community activities and special events into the daily operation of the program and effectively distributes the flow of information to staff and clients.
• Responsible for all licensing requirements and annual inspections.

“Changing Lives... Building Healthy Communities”
Support and actively engage in practices of inclusion through Cultural and Linguistically Appropriate Services (CLAS) Standards.

Other duties as assigned

**EDUCATIONAL REQUIREMENT:**

- Master’s Degree

**WORK EXPERIENCE/SKILLS REQUIREMENT:**

- MS Office proficiency
- Strong interpersonal skills with an ability to work effectively with a wide range of people, teams, managers, supervisors, and vendors.
- Demonstrate excellent written and oral communication skills.
- Excellent customer service skills.
- Experience in working with the Native American population preferred
- Must demonstrate critical thinking, problem-solving and organizational and time management skills.
- Must be able to work well with others in a team approach.
- Requires strong managerial and leadership skills.
- Extensive, with a minimum of Five yrs. Of specialized experience and professional knowledge of substance abuse, mental health and psycho-educational programs; evaluation and diagnosis: 12-strp programs and self-help groups; and treatment modalities that are effective with the target population.
- Knowledge, experience and ability to supervise approximately (10) employees with at least 3 years supervisory experience in substance abuse.
- Knowledge of State and Federal treatment standards and licensure requirements.
- A Board of Behavioral Health Examiners Independent License in Counseling, Social work or Substance Abuse required
- Experience working with RBHA and HMS preferred

**FAIR LABOR STANDARDS ACT:**

This position is considered to be Exempt for overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws.

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