

Central City Concern is a non-profit social service and housing agency whose mission is to provide comprehensive solutions to ending homelessness and achieving self-sufficiency. CCC provides many services, such as chemical dependency treatment, employment services, housing, medical services, and other related services, to a diverse population. As an agency deeply rooted in recovery we have a keen interest in promoting and maintaining a Drug & Alcohol-Free Workplace. A drug and alcohol-free workplace is essential in supporting individuals in recovery, and in providing a safe, healthy, and productive environment for employees. As part of our policy and commitment to a drug and alcohol-free workplace we conduct post-offer, pre-employment drug screens.

JOB ANNOUNCEMENT

Title: Clinical Supervisor – 50%
Department: Puentes
Reports to: Program Manager
Represented: No
Shift: 20 hours per week, Flexible between hours of 7am – 7pm, Monday through Friday
Salary: Depending on Experience

Summary:

Puentes offers a range of integrated, culturally competent services to Spanish-speaking families and individuals. The Puentes Clinical Supervisor is responsible for the daily clinical supervision of the Puentes Department and its subprograms. This position oversees an array of clinical services to clients including, chemical dependency, mental health, mentoring, case management, outreach, and housing supports. Responsibilities include clinical supervision of staff, monitoring integration and cultural appropriateness of services, working collaboratively with inter and intra agency partners on the provision of services needed in all life domains to promote recovery and self sufficiency, and ensuring services are delivered in accordance to organizational policies and procedures, ASAM criteria, ISSRS, county, state and federal contract requirements, and other pertinent standards.

Essential Duties and Responsibilities:

1. Monthly individual and monthly group supervision with clinical staff
2. Review and sign off on behavioral health assessments
3. Review and sign off on individual service and support plans (assuring that treatment plan goals are tied to assessment)
4. Review individual service notes with staff for clinical appropriateness; stage of change and appropriate corresponding stage of treatment and assuring stage of change and stage of treatment documentation.
5. Provide in-service trainings on clinical requirements; assessments and treatment.
6. Observe mental health and A&D groups and provide feedback on facilitation to group leaders as appropriate.
7. Assist other supervisory staff and mental health specialist with review of high risk cases and the development of crisis plans
8. Assist with critical incident reports and critical incident debriefings
9. Maintain documentation of staff charts (out of compliance issues) and report to program manager.

Description of Other Duties:

1. Work with program manager to expand and maximize service delivery
2. Participate in QI/QIC meetings. Work with program manager and supervisor to ensure all aspects of clinical work is in compliance with ISSR's and CCC compliance standards.
3. Perform other duties as assigned.

Skills and Abilities:

1. Advanced knowledge of addictions and mental health counseling and case management

techniques, including traditional and non-traditional treatment/service modalities for Latino youth and adults.

2. Ability to work effectively with peers, individual clients and groups.
3. Ability to work as a team member and to establish priorities.
4. Ability to maintain accurate records and necessary paperwork, establish and meet priorities, manage time and meet deadlines.
5. Skills and ability to successfully resolve conflict and to facilitate cooperation and consensual decision-making among members of a diverse and interdisciplinary treatment team.
6. Ability to communicate and train staff in culturally competent, evidence-based clinical methods, theories and modalities.
7. Knowledge of community and social service agencies and how to access local resources and build effective partnerships.
8. Ability to work courteously and effectively communicate with the general public, clients, medical personnel, corrections personnel, police, and co-workers.
9. Ability to communicate (English and Spanish) clearly and concisely both orally and in writing.
10. Ability to provide leadership.
11. Ability to learn new skills.
12. Ability to display a non-judgmental attitude

Minimum Qualifications:

1. Master's degree in behavioral sciences field and hold CADDC II certification or licensed as A&D provider issued by a state licensing body with 120 clock hours of alcohol and drug education.
2. Minimum of 3 years experience working in mental health chemical dependency and treatment.
3. Minimum 2 years supervisory experience.
4. If a recovering chemically dependent person, must have 2 years of continuous sobriety at date of employment.
5. Must pass a pre-employment drug screen, TB test and criminal background check.
6. Will be required to carry an agency cell phone for work use. Cell phone will be provided by Central City Concern.
7. Must possess a current driver's license, pass DMV background check and be designated an acceptable driver as outlined in Central City Concern's Fleet Safety Policy. Must pass initial Annual Drivers training and then pass annual Recertification training.
8. Must adhere to agency's non-discrimination policies.
9. Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, cultural backgrounds, life-styles, and sexual orientations and treat each individual with respect and dignity.

APPLICATION PROCEDURE:

Qualified applicants **must** submit a Central City Concern employment application to be considered for this position which can be obtained at www.centralcityconcern.org. Applicants may include a cover letter and resume. Apply by mail or fax (503-445-8089), or in person at Central City Concern, 232 NW Sixth Avenue, Portland, OR 97209. Application email: jobs@cccconcern.org. Current CCC employees must submit an *Internal Employment Application*, available at the main office. More information at www.centralcityconcern.org.

Date Open: 8-23-11

Date Closed: 9-21-11

EQUAL OPPORTUNITY EMPLOYER

Reference # 11- 167