



Changing lives
Building communities
Creating opportunities

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: Residential Supervisor
DEPARTMENT: Letty Owings Center
REPORTS TO: Program Manager
REPRESENTED: No
SHIFT: 40 hours per week, Some weekend and evening hours may be required
SALARY: Depending on Experience

SUMMARY: The Residential Supervisor is responsible for overseeing the daily residential operations of the Letty Owings Center (“LOC”). This position will supervise the Female Treatment Assistants and the Childcare Workers to ensure clients are living in a supportive, productive environment by developing and implementing therapeutic interventions within the milieu. This person is responsible for ensuring the clients’ clinical treatment plans objectives are being addressed in the residential community. This position works closely with the LOC Clinical Supervisor and counselors to develop and implement a supportive environment for LOC clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervise Female Treatment Assistants (“FTA”) and Childcare Workers including hiring, job development, performance reviews and training.
2. Develop and implement thorough training process for FTA staff to meet the needs of the clients.
3. Provide liaison between FTA and clinicians and attend clinical meetings as needed.
4. Develop, implement and update client guidelines for Milieu and the Childcare Center.
5. Develop and implement program activities to include strengthening pro-social behavior and hands on life skills training.
6. Create forum for a peer council and work with council to address issues in milieu.
7. Create a mediation board with both clients and staff. Model healthy conflict resolution.
8. Work with Clinical Supervisor and Program Manager to expand and develop appropriate continuum of care for evidence based treatment for all stages of change.
9. Work with Clinical Supervisor and Program Manager to expand and maximize service delivery.
10. Ability to work closely with case managers in coordinating transportation for clients.
11. Oversee the day to day operations of the Childcare Center including maintaining a safe environment for LOC children.
12. Develop and implement policies and procedures to address milieu functions.
13. Work with Female Treatment Assistants, Case Managers and Clinical Staff to organize special events, such as holiday celebrations.

DESCRIPTION OF OTHER DUTIES:

1. Perform other duties as assigned.

SKILLS AND ABILITIES:

1. Holistic understanding of chemical dependency as a disease, including treatment and intervention methods.
2. Ability to be a team leader as well as a team member and to establish priorities.
3. Knowledge of HIPPA, Federal Confidentiality, and OARS.
4. Ability to supervise, teach, job coach others in strength-based manner.
5. Ability to clearly communicate expectations and consequences to staff and clients.
6. Ability to communicate clearly and concisely both verbally and in writing.
7. Ability to maintain documentation. .

8. Knowledge and effective modeling of de-escalation techniques when encountering volatile situations.
9. Ability to effectively interact with partner agencies, clients, their families, and community members. Demonstrate working understanding of professional and personal boundaries in the workplace and model it to staff and clients.
10. Demonstrates basic knowledge and skills in counseling techniques with individuals and groups.
11. Ability to work effectively with peers, individual clients and groups.
12. Ability to display non-judgmental strength based approach and train Treatment Assistants the same.
13. Demonstrate knowledge of community and social service agencies.
14. Knowledge and skills in mental health/chemical dependency treatment methods and crisis intervention.
15. Ability to work in an environment where people may be hostile or abusive.
16. Ability to work on afternoon and some weekends
17. Ability to cover all shifts in case of emergency.

MINIMUM QUALIFICATIONS:

1. Two to five years supervisory experience in residential treatment with women and children.
2. Working knowledge or the willingness to engage in training to obtain knowledge of Behavioral-Cognitive Therapy.
3. Understanding of or the willingness to engage in training to obtain knowledge of DBT.
4. Working knowledge of effects of chemical use on family systems, including parenting issues.
5. Working knowledge of child development and addressing children's needs.
6. Must possess a current driver's license, pass a DMV background check and be designated an "acceptable" driver as outlined in Central City Concern's Fleet Safety Policy. Must pass an initial drivers training within 60 days of being an approved driver and continued recertification training.
7. Must pass pre-employment drug screen, TB test and criminal background check.
8. Individuals who are recovering from a substance related disorder must be able to demonstrate continuous sobriety under non-residential, independent living conditions for the previous two-years per OAR standards.
9. Physical ability to bend, stoop, kneel, squat, reach, twist and pull and lift heavy objects up to 50 lbs., 3 feet off ground several times per shift.
10. Will be required to carry an agency cell phone for work use. Cell phone will be provided by Central City Concern.
11. Must adhere to agency's non-discrimination policies.
12. Ability to effectively interact with coworkers, clients and children with diverse ethnic and cultural background, religious views, political affiliations, sexual orientation 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@ccconcern.org. Current CCC employees must submit an *Internal Employment Application*, available at the main office. More information at www.centralcityconcern.org.

Date Open: 1-26-12

Date Closed: 2-4-12

EQUAL OPPORTUNITY EMPLOYER

Reference # 12-19