

**COOK INLET TRIBAL COUNCIL, INC.
JOB DESCRIPTION**

Title: Clinical Supervisor, Ernie Turner Center
Department: Recovery Services (RS)
Reports to: Clinical Manager
Supervises: Clinical Staff
FLSA Status: Exempt, Full-time Regular
Wage: DOE
Effective Date of Hire: _____ End Date: _____

General Functions:

The position is responsible for clinical oversight to the Ernie Turner Center (ETC) Residential Treatment Program within the Recovery Services Department. ETC is a therapeutic community model, adapted for cultural congruence with Alaska Natives based upon a traditional “village structure.” This model, Therapeutic Village of Care, is an evidence-based practice. The position must assure fidelity to this treatment model.

The Clinical Supervisor will have overall responsibility for all clinical services including fidelity, adherence to the treatment schedule, case staffing, quality of care and clinical supervision. The position is also responsible for maintaining and updating CARF clinical standards as well as achievement of clinically related program goals and objectives. The position supervises all clinical staff and provides in-service skills training to address skill deficiencies.

Clinical Systems

- Monitor Clinical systems for adherence to the Therapeutic Village of Care, while providing training need to continue fidelity to the TVC model.
- Work as part of the team to ensure the overall facility support and safety
- The TVC model includes a strong “work therapy” component up to 4 hours per day. This position monitors the integrity and operation of this treatment component.
- Develops curriculum, as needed for clinical groups
- Facilitates regular case staffing
- Conducts schedule clinical supervision, with supervision in writing using the Clinical Supervision form.
- Develops quarterly staff training and in-service training schedule to assure staff competencies are achieved and upgraded
- Updates clinical procedures annual for ongoing CARF accreditation
- Approves and monitors all clinical progress notes, treatment plans and file review for clinical accuracy and timeliness.
- Conducts monthly chart reviews to assure appropriateness and quality of care
- Maintains the waitlist for ETC Residential Program and assures all necessary information, screenings, substance abuse assessment, mental health assessment (if needed) and release of information are in place for admission.
- Assures adherence to confidentiality and HIPAA regulations.

Supervisory Functions

- Supervises clinical staff of the residential treatment unit which includes co-ed treatment, co-occurring and homeless populations.
- Provides in-service training as needed
- Develops Staff Development plans to assure appropriate competencies on the unit including gaining counselor certification
- Supervises practicum students and volunteers
- Responsible for posting vacant clinical positions, interviewing and hiring clinical staff

Monitoring Functions

- Observes and provides feedback to staff conducting individual, educational and process groups to enhance their skill development
- Assures smooth referrals and exchange of information across the continuum of care.
- Assures consistent paperwork flow for Program Evaluation and grant compliance.
- Active member of quality assurance committee providing feedback on clinical operations and processes
- Monitoring clinical goals and objectives to assure achievement

Other

- Writes clinical portion of Quarterly Reports.
- Writes clinical portion of continuation grants

Job Responsibilities Related to Patient Privacy

- The incumbent is expected to protect the privacy of all patient information in accordance with CITC's privacy policies, procedures and practices, as required by federal and state law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with CITC's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or membership or association with CITC.
- The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other CITC operations.
- The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding CITC's policies and procedures on patient privacy and any observed practices in violation of the policy to the designated Privacy Officer.
- The incumbent is expected to actively participate in CITC privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with CITC policy.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required by employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Job Specifications:

- Excellent verbal and written communication skills.
- Strong computer skills.
- Group/team facilitation skills.
- Maintain a positive working relationship with CITC staff.
- Required to have current TB immunization and/or verification incumbent is a “reactor”.
- Voluntary immunization for HEP A&B will be offered/provided.
- Current CPR and First Aid will be provided.
- Current five years of no felonies or substance abuse convictions.
- Must have 3 sobriety prior to hire if a recovering alcoholic or drug addict

Qualifications:

- Masters degree in Behavioral health or similar field of study; or any combination of training and three years experience that provides the necessary skills, knowledge and abilities needed to perform the duties of the job.
- Three years co-occurring experience preferred.
- CDC II preferred. If not current, obtain within one year of employment.
Previous experience with program management, supervision, writing quarterly reports Valid Alaska Drivers License and be insurable under CITC’s automotive insurance.
- Continued employment is contingent upon receipt of a satisfactory report from a state and federal background check.

Hiring Preference:

Preference shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to P.L. 93-638 Indian Self-Determination Act.

Employee Signature

Date

Supervisor Signature

Date