Job Title: Substance Use Disorder Professional Supervisor

Department: Integrated Behavioral Health Program

Reports To: Co-Occurring Program Director

FLSA Status: Exempt

POSITION SUMMARY

The Substance Use Disorder Professional Supervisor ensures that all Substance Use services & other program services are delivered in accordance with the Washington State Administrative Codes, federal Medicaid regulations, and managed care regulations. The SUD supervisor provides clinical supervision, trains, and mentors SUDPs, SUDPT’s, care managers, peer counselors, recovery coaches, Interns, and other clinical positions that support the SUD program. The SUDP Supervisor ensures that all clinical charts comply with the county, state, managed care organizations, the joint commission, and other funding contract requirements, and oversees day-to-day SUD clinical and other program operations of the agency. The SUD supervisor is responsible for the successful implementation of SUD services in the North Sound region (Snohomish, Island, Skagit, Whatcom and San Juan Island Counties), and support the KCICN SUD staff.

ESSENTIAL SUDP SUPERVISOR DUTIES:

- Works in collaboration with Co-occurring Program Director on clinical staff evaluation, training plan, and disciplinary action if needed.
- Oversees and performs various audits, reports, change monitoring to ensure department compliance with regulatory requirements.
- Ensure quality standards are met as required by regulating bodies and accrediting agencies.
- Interact and correspond by phone, in-person, and in writing with requesting agencies and others as required and ensure requests are addressed within two business days.
- Ensures compliance with the therapeutic court programs, DOC referrals, and probation referrals.
- Ensures a positive working relationship with the adult and youth juvenile system.
- Develop effective internal and external professional working relationships to enhance and ensure effective client services and to meet project goals/deadlines.
- Plan, organize and participate in various department, organization, community, and school related activities, process improvement, program development and other initiatives, for the purposes of providing education, outreach, prevention and intervention service.
- Identify and assess individual’s problems with appropriate referral to meet patient needs and use community resources as needed for patient assistance.
- Provide assistance, trainings, and guidance to counselors.

- Attend Providers monthly meeting.
- Ensure compliance with county, state and other funding contract requirements in terms of service delivery.
- Responsible for outreach, prevention and engagement of youth and adults involved in at Risk behaviors, including but not limited to substance use, chemical dependency, criminal justice involvement and community violence.
- Ensures compliance with the joint commission clinical requirements
- Ensures all notes are completed and submitted the day of the service at the agency electronic health record system.
- Ensures data accuracy and timeliness compliance.
- Ensures all services are provided in a culturally and linguistically competent manner.
- Ensure 42-CFR part II and HIPAA confidentiality requirements are met prior releasing any patient data and confidential information.
- Ensures all Release of Confidential Information (ROI) meet the agency minimum requirements
- Become proficient at the agency Electronic health records in order to: Review and approve SUDPT's daily clinical notes, monitor missing encounters and run productivity reports
- Address performance issues on an ongoing basis and work closely with Human Resources on personnel issues such as recruitment, discipline and terminations.
- Participate in special assignments requested by Behavioral Health Director.
- Ensure fiscal management, contract management, and compliance with labor law, union contract and overall agency's policies and procedures.
- Support HR in implementation of and adherence to policies and administrative/organizational directives.
- Maintain documentation on all training provided to program staff.
- Review and approve work documentation daily.
- Ensure counselors meet monthly productivity requirements.
- Ensure that collaborative documentation is utilized
- Provide or assist in providing community outreach, specifically schools, ad determined by contracts.
- Work in conjunction with other resources, specifically agency Mental Health, Prevention and Domestic Violence staff to facilitate appropriate interdisciplinary treatments.

- Establish integrated care services for both USD and MH clients.
- Partner with the different school districts to provide school based and community based services.
- Implement evidence-based programing for all services provided.
- Ensure data is submitted daily and timely for every services provided.
- Conduct quality assurance review and data compliance.

- Hire, discipline, promote, and terminate employees as appropriate.
• Fulfill other duties as may be assigned to meet agency operation’s needs.

• Provide diagnostic evaluations and treatment recommendations for individuals referred for treatment services.

• Manage caseload of clients and provide outpatient and intensive outpatient one-on-one, family and group counseling prevention, intervention, education and treatment services for youth and/or adults, using approved curriculum and treatment modalities.
• Perform comprehensive assessment and screening of clients using approved methods.
• Develop individualized treatment plans, treatment plan reviews and discharge plans, pursuant to ASAM, WAC, and other accreditation standards.
• Refer patients to internal and external resources as needed and monitor activities and progress.
• Coordinate services and ensure compliance with program goals and agency strategic plan.

QUALIFICATIONS:

• Bachelor's Degree in social services field with four years of equivalent experience in working with youth, Adults, & Families preferred
• Current Washington State SUDP License
• Current on continuing education training as required by WAC
• A Washington State clinical supervisor training prior employment
• Proficient in speaking, reading and writing both English
• Proficient in Microsoft Office
• Have a valid driver's license and automobile insurance
• Lifting requirements up to 25 lbs.
• Sign a 42-CFR part II oath of confidentiality covering all patient-related information and will be the designated agency privacy officer.

• You must pass a Washington State criminal background check and pass two federal fraud and abuse exclusion checks.