

Chemical Dependency and Substance Abuse Supervisor

Provide Consejo's Adult and Youth Chemical Dependency and Substance Abuse outpatient treatment programs in King and Pierce Counties with administrative and operational supervision. Works directly with Program Manager and CDP Supervisors to ensure the proper delivery of services to the clients that we serve.

Responsibilities:

- Conduct at least four evaluations per week
- Assist the Program Manager to assess the substance abuse and chemical dependency program
- Ensure CDPT's and CDP's are assigned full caseloads; ensure and monitor CDPT's and CDP's are providing clinical hours as required by contracts, as well as, state and federal law, where applicable
- Receive training and certification in conducting GAINS assessment and training in becoming a GAINS local trainer; and to provide GAINS training to new employees
- Provide guidance and support to CDPT's regarding assessments, group notes, progress notes, target data and discharge; ensure all staff conduct treatment plan reviews every 30, 60 and 90 days
- Ensure timely and accurate target data gets reported
- Train CDP's and CDPT's on documentation to ensure data collection is processed in a timely manner
- Work in partnership with other internal departments and external agencies to facilitate appropriate interdisciplinary treatment and referrals
- Consult and collaborate with other professionals/agencies on client evaluations, treatment plans and follow-ups in order to ensure continuum of care and treatment.
- Maintain active contact with County/City probation departments and other legal resources to monitor the progress of involuntary clients, as needed.
- Provide or assist in providing community outreach as determined by contracts
- Attend substance abuse and chemical dependency meetings on behalf of the agency, as needed
- Ensure compliance with Department of Behavioral Health and Recovery (DBHR) and The Washington State Administrative Code (WAC) for Substance Abuse programs
- Ensure staff are submitting monthly reports on time to drug court, family court, probation officer, department of corrections and any other referral sources.
- Ensure department coverage at all times and administrative duties are carried out; proper scheduling of clients and providing appropriate coverage at all times
- Attend, help coordinate and facilitate program meetings
- Responsible for staying current and having knowledge of all current contracts and compliance obligations, including accurate and timely reporting of required data
- Participate in Quality Assurance Review

- Ensure proper support and guidance for all staff to receive required continuing education hours
- Ensuring data accuracy in by way of staff clinical documentation
- Fulfill other duties as may be assigned to meet agency operations needs

Requirements/Qualifications:

- CDP certification, BA Preferred
- 1+ years experience acting as lead and/or supervising employees both clinically and administratively
- Meet eligibility requirements of WAC 388-805
- Proficient in speaking, reading, and writing both English. Spanish preferred.
- Current State of Washington CDP license
- Affirmation of no alcohol or other drug misuse for a period of two years.
- Skilled in understanding Hispanic/Latino cultural issues and/or other underserved communities
- Skills and sensitivity in relating to cross-cultural issues.
- Proficeint in Microsoft Office
- Valid drivers license and car insurance