

## **Chemical Dependency/Substance Abuse Program Manager**

Manages Consejo's Adult and Youth Chemical Dependency and Substance Abuse outpatient treatment programs in King and Pierce Counties. Also manages Youth Services Program

### **Responsibilities**

- Serves as Administrator for the Outpatient Adult and Youth Chemical Dependency Program, according to Washington Administrative Code (WAC)
- Responsible for overseeing that all clinical work and documentation are completed by all Chemical Dependency/Substance Abuse staff
- Responsible for GAIN implementation and compliance of all GAIN requirements by Youth Substance Abuse and Chemical Dependency Staff
- Ensuring all staff are provided support and clinical supervision to perform their duties in their respective departments
- Provide leadership, support and guidance to a team of supervisors
- Provide and oversee training, guidance and consultation to all staff within the program
- Oversee the provision of outpatient services to include evaluations, assessments and counseling to individuals, groups and families by program staff
- Coordinate services and ensure compliance with program goals and Agency strategic plan
- Ensure supervisors provide timely and accurate target data
- Attend the King County and Pierce County Youth Providers monthly meeting and other provider meetings as required
- Responsible for oversight that staff develop and implement clinically and culturally appropriate treatment plans and follow-ups in order to ensure quality care to clients
- Ensure compliance with County, State and other funding contract requirements
- Facilitate program meetings in partnership with supervisory team
- Responsible for strategic outreach surrounding education, prevention and engagement of Adult and Youth involved in High Risk behaviors, including but not limited to substance and chemical abuse.
- Work in partnership with Human Resources on Performance and Talent Management items – to include performance issues, development of staff and other procedures and policies
- Provide guidance and direction to staff to ensure in-service training hours are current for WAC compliance
- Conduct quarterly client chart reviews for clinical accuracy and contract compliance

- Provide training, coaching, and counseling to all staff on an as needed basis.
- Train Youth Chemical Dependency Professionals (CDP's) and Chemical Dependency Professional Trainee's (CDPT) on documentation to ensure data collection is processed in a timely manner
- Works with leadership team to ensure financial controls are in place and adhered to according to annual budget, as well as, Agency policies and procedures
- Review and update Agency program policies and procedures in partnership with Clinical Director on an annual basis.
- Working in partnership with leadership team to assess and strategize around results of all program services
- Maintain active contact with City/County probation departments and other legal resources
- Work in conjunction with other resources, specifically Agency Mental Health, Prevention and Domestic Violence staff to facilitate appropriate interdisciplinary treatments
- Lead and coordinate site visits/audits regulated by City, County and State entities
- Ensure files meet the State DBHR requirements
- Fulfill other duties as may be assigned to meet Agency operational needs

### **Requirements**

- Bachelor's Degree in social services field required, with 2 year's post certification experience as a CDP and 5+ years of managerial experience as a CDP supervisor/manager or similar field
- Current WA DOH Certification as a Chemical Dependency Professional.
- Proficient in speaking, reading and writing both English. Fluent Spanish speaking and writing preferred
- Affirmation of no alcohol or other drug misuse for a period of two years
- Lifting requirements up to 20 lbs.
- Knowledge and experience with Hispanic/Latino cultural issues or other underserved communities
- Skilled with the sensitivity in relating to cross-cultural issues
- Proficient with Microsoft Office software
- Valid Driver's License and car insurance