



Rio Arriba County

JOB DESCRIPTION VACANCY

CLINICAL SUPERVISOR – FULL TIME

DEPARTMENT:	RAC STOP
PRIMARY LOCATION:	ESPANOLA
SALARY CLASSIFICATION:	M-24 PER-SCHEDULE
SALARY:	\$72,345 TO \$82,745 ANNUAL
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	EXEMPT
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	11 JULY 2023

Primary Summary:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.

Under the general supervision of the Director or designee, the selected candidate will conduct therapeutic and/or educational sessions with individuals, groups, or families by screening and/or assessing program participants, and when appropriate provide necessary referrals to community resource; develops and implements treatment plans based on participant needs. Reports and compliance with Local DWI program screening guidelines will be completed. Monitoring participant progress during treatment, maintaining a good working relationship with any and all referral sources and refer clients to outside sources or agencies that can better address their specific needs. The employee will participate in team meeting and will update the Program Directors and/or Clinical Director of any concern(s) in a timely fashion. All HIPAA and confidentiality mandates pertaining to participant's treatment is mandatory. Substantiating the quality and the continuity of care by maintaining program records, program planning, and policy development is mandatory.

Duties and Responsibilities:

- Provides clinical supervision and oversight to unlicensed/licensed RACSTOP supervisees as mandated by the State of New Mexico Clinical Supervision Implementation Guide and/or Licensing Board
- Substantiate HIPAA and confidentiality mandates
- Ensures clinical compliance with all local, state, and federal funders mandates
- Participates in team meetings and timely updates Program Directors of concerns
- Ensures clinical efficiency and fidelity of services being offered
- Ensures quality and continuity of care by providing oversight of program records, program planning, and policy development



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- Reviews caseload assignments with supervisees on a weekly basis to assign and maintain a full caseload
- Maintain a positive working relationship with clients, staff, and other outside entities used in the day-to-day operations of the unit
- Ensure documentation quality, appropriateness of therapeutic modalities, and completeness
- Provides quarterly case file audits
- Provides direct services when needed to include screenings and/or clinical assessments, and individual, group, and family therapy
- Provides programmatic training on proper documenting, the importance of self-care, effective communication, clinical expectations, and policies/procedures
- Supports staff development through staff training to ensure quality and effective therapeutic service delivery
- Utilizes therapeutic practices that are determined to be most effective in the treatment of alcohol and substance use disorders
- Maintains up-to-date client and programmatic records as required by funders and agency
- Advocates to coordinate required services or to resolve emergency problems in crisis situations
- Learns about new developments in their field by reading professional literature, attending courses and seminars, and establishing and maintaining contact with other social service agencies
- Keeps ethical, responsible, and professional attitude in all program affairs and activities
- Assists clients with information, organizational efforts, and duties as assigned
- Provides case management services when deemed necessary or appropriate
- Collaborates with other agencies and service providers
- Performs other duties related to area of responsibility and as assigned by the Department Director and/or Program Director
- Performs and presents studies and informational presentations. May present to the County Commission and/or County management
- Maintains confidentiality of all privileged information
- Contributes to a team effort
- Performs other duties as assigned or required
- Attends All DWI Council meetings as scheduled



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Minimum Qualifications:

- Master's Degree with emphasis in Social Work, Counseling or Psychology from an accredited college or university in related job field
- Clinical Supervisor must be approved by their respective professional licensing board as having met board requirements for providing clinical supervision-licensures that include: LPCC, LCSW or PhD
- Must have a minimum of (5) years' experience in the field of alcoholism and substance abuse treatment
- Three years of prior management or supervisory experience
- Ability to pass criminal/background clearance and credentialing review successfully, including FBI fingerprint check. Must not have felony conviction
- Five years' experience with project management
- Three years in a supervisory capacity across all years of experience
- Valid New Mexico Driver's License

Recommended Qualifications:

- Ability to thrive in a fast-paced environment
- Demonstrated organizational, human relations and communication skills
- Ability to orchestrate multiple tasks simultaneously
- Has a current and up to date National Provider Identifier
- Knowledge of 12 step Programs desirable

Preferred Qualifications:

- Trained in Trauma informed care
- Trained in harm reduction modalities to include the distribution of Narcan
- In-depth understanding of principles, techniques and trends in counseling, psychotherapy, and various treatment modalities
- Demonstrated initiative and ability to work independently
- Ability to bill Medicaid
- Bilingual Spanish is preferred

Knowledge, Skills, and Abilities:

- Ability to communicate with multi-cultural communities orally and in writing
- Ability to work with passive-aggressive individuals and those in denial about their addictions and negative/hostile behaviors



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- Ability to identify and determine the criteria for admission into programs and responsible for referring individuals back to conventional jail if recommended by counseling staff due to non-compliance with rules and regulations
- Knowledgeable/experienced in grant and proposal writing budget process
- Skills in forming working relationships with a wide variety of community members, organizations, and agencies communicating effective both verbally and in writing, and using word processing software
- Ability to work with a broad range of ages while developing, organizing, and implementing programs and policies
- Ability to interact in a professional, courteous and confidential manner
- Ability to act in an independent and conscientious manner using sound judgment
- Ability to maintain confidentiality
- Ability to handle multiple tasks and meet deadlines

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks, hears, stoops and carries. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to twenty (20) pounds. If an item is over forty (40) pounds, lifting shall be done by two or more County staff members.

- The majority of the work will be performed in the RAC STOP IOT program setting and/or Aftercare Outpatient Program
- Some recreational/therapy work outside the IOT/AOT can take place
- May be required to work irregular hours, and attend other job-related meetings

Work Environment/Conditions:

Work is performed (20) twenty percent outdoors under various temperature conditions depending on the season and/or weather and (80) eighty percent is spent indoors under normal temperature conditions. The work surface is a normal concrete/asphalt and natural ground and when outdoors and the surface is carpeted, tiled, and concrete when indoors. Specific vision requirements for this job are distance vision, peripheral vision, and depth perception. Each county position requires the following professional skills and abilities as key and necessary elements of performance.



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Every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers courteously and respectfully
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence
- Employee may be required to travel throughout Rio Arriba, Santa Fe & Bernalillo Counties

Working Conditions for individual positions in this classification will vary based on each department's utilization, essential functions, and recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Employment Requirements:

Successful completion of a thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within thirty (30) days of the date of hire as a condition of continued employment.

**Please send an e-mail with your Letter of Interest,
Resume and Job Application to:**

JobApplications@rio-arriba.org

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*

*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*
