



Rio Arriba County **VACANCY NOTICE**

JOB TITLE:	Clinical Supervisor
Department:	RAC STOP
Primary Location:	Espanola
Division:	
Salary Range:	\$30.78 - \$35.78 Hourly / \$64,025 - \$74,425 Annually
Position Status:	Full-Time
FLSA Status:	Exempt
Closing Date:	Open Until Filled

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all 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.

Position Summary

Under the direction of the RAC-Stop Director of Intensive Outpatient Program, the job responsibilities will include: Conducting therapeutic and /or educational sessions with individuals, groups, or families; screens and/or assess program participants and when appropriate provide necessary referrals to community resource. Develop and implement treatment plans based on participants needs, complete any and all paperwork deemed necessary, comply with local DWI program screening guidelines, monitors participants progress during treatment, maintain a good working relationship with any and all referral sources, refer clients to outside sources or agencies that can better address their specific needs, participate in the team meeting and update Program Directors and/or Clinical Director of any concern, maintain HIPAA and confidentiality mandates pertaining to participant's treatment. Ensure quality and continuity of care by maintaining program records, program planning, and policy development.

Essential Job Functions:

- Provide 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.
- Maintains any and all HIPAA and confidentiality mandates
- Ensures clinical compliance with all local, state, and federal funders mandates;
- Participates in team meetings and updates Program Directors of any concern in an timely fashion
- 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.
- Reviews caseload assignments with supervisees on a weekly basis to assign and maintain a full caseload.
- Ensure quality of documentation, appropriateness of therapeutic modalities, and completeness.
- Maintains a positive working relationship with clients, staff, and other outside entities.
- Collaborates with other agencies and service providers.
- Maintains confidentiality of all privileged information
- Keeps ethical, responsible, and professional attitude in all program affairs and activities.

- 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 maintain contact with other social services agencies.
- Utilizes therapeutic practices that are determined to be most effective in the treatment of alcohol and substance use disorders.

Knowledge / Skills:

- Ability to understand and communicate with multi-cultural communities; Ability to communicate effectively, both orally and in writing.
- Ability in dealing with passive-aggressive individuals and individuals in denial about their addictions and negative/hostile behaviors that may surface and the ability to handle those immediate situations.
- Determines the criteria for admission into the program and also be responsible for referring individuals back to conventional jail if recommended by counseling staff due to non-compliance with rules and regulations;
- Ability to perform the essential duties as stated above.
- Must be experienced in grant and proposal writing budget process;
- Must have skills in forming working relationships with a wide variety of community members, organizations, and agencies communicating effective both verbally and in writing, using word processing software.
- Working with a broad range of ages, and developing, organizing, and implementing programs and policies.
- Attend all DWI Council meetings as scheduled

Minimum Qualifications

- Clinical Supervisor must be approved by their respective professional licensing board as having met board requirements for providing clinical supervision-licensure may include: LPCC, LCSW, PhD, (Masters in Social Work, Counseling or Psychology), Degree(s) in social work or related field.
- Must have a minimum of (5) years' experience in the field of alcoholism and substance abuse treatment substance abuse treatment;
- Three years of prior management/supervisory experience;
- Ability to pass criminal/background clearance and credentialing review;
- Shall be able to maintain a valid New Mexico driver's license or obtain one within one (1) month of hire.

Work Environment/Conditions:

- Indoor temperature is controlled to maintain a comfortable work environment year-round. Workers are exposed to natural temperature and weather conditions when performing duties outdoors.
- Work is largely conducted on an even, dry surface. The surface may be carpet or tile floor.
- Employee primarily works alone with or without explicit directions from supervisor. The employee may work with a small group of other individuals at times.
- Materials handled include a wide variety of paperwork, including incoming and outgoing correspondence, reports pertaining to county matters and miscellaneous files and records.
- Employee will be required to take some job-related courses.
- The incumbent will perform his/her work in an office setting and will travel throughout the Rio Arriba, Santa Fe and Bernalillo Counties.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment drug and alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening.

*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*

Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties. Employee 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](mailto:JobApplications@rio-arriba.org) to JobApplications@rio-arriba.org