



Rio Arriba County **VACANCY NOTICE**

JOB TITLE: ASSISTANT CLINICAL SUPERVISOR

Department: Health and Human Services
Division: Health and Human Services
Salary: \$51,545.00 (Term position contingent on future funding)
Position Status: Full-Time
FLSA Status: EXEMPT
Closing Date: 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.

Primary Purpose:

Day to day supervision of staff serving clients with SUD, SMI or senior citizens and assistance with grants administration.

Essential Job Functions:

- Responsible for oversight of all daily activities required by SAMHSA First Responder grant activities including the ordering, distribution and tracking of Naloxone, Fentanyl Test Strips and any other supplies, equipment or pharmaceuticals related to the grant;
- Responsible for safe storage of any overdose prevention related pharmaceuticals including but not limited to Naloxone and Fentanyl Test Strips associated with the SAMHSA First Responders grant in accordance with all applicable state and federal laws and regulations, and for the formulation and maintenance of MOAs or other agreements enabling safe and legal storage;
- Responsible for coordination of all grant-related activities both internal and external to RAHHS including oversight of training to carry and dispense Naloxone;
- Responsible for all required and timely grant reporting, data collection and drawdowns associated with the SAMHSA First Responders grant, keeping RAHHS director, RAHHS administrative assistant and finance department informed of administrative actions;
- Responsible for evaluations, and oversight of grant-related and other assigned staff and volunteers
- Responsible for development of materials and coordination of grant related meetings and other meetings as assigned;
- Provides clinical services to RAHHS clients and in schools as needed including assessments, individual and group counseling and DBT Skills groups;
- Provides clinical services, crisis response and staff supervision outside of normal business hours as required by department or grants held by the department;
- Organizes and oversees weekly clinical staffings;
- Responsible for timely filing of all reports to program funders, state and other sources for case management.
- Works as a team with program and health system evaluators, providing data as requested, and with IT personnel, to assist in the collection of data needed for program evaluation;

- Exerts positive leadership role;
- Coordinates services with other county departments, with HHS Senior activities, and Adult Day Care, providing assistance to Adult Day Care Director as needed, and with other federal, state and local agencies;
- Acts as liaison to Single State Entity, providing all information necessary for program audit, evaluation and quality assurance;
- Oversees budget of SAMHSA First Responder grant and other grants as assigned by Health and Human Services Director;
- Ensures quality and continuity of care by maintaining program records, program planning and policy development;
- Ensures the quality of care, records and files up-keep, 90 day audits of clients files when asked by Clinical Supervisor.
- Performs other duties as assigned by HHS Director.

Knowledge / Skills:

- Must adhere to all N.M. Counseling and Therapy Practice Board rules, regulations and practice act.
- Ability to understand and communicate with multi-cultural community;
- 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;
- Familiarity with Medicaid Regulations and requirements, with Senior Care and Senior Programs, and with Virtual Patient Records;
- Ability to perform the essential duties as stated above;
- Bilingual –Spanish is preferred;

Minimum Qualifications

Must have LMSW, LCSW, LPCC, CNP or other valid New Mexico license enabling provision of clinical services in the behavioral health field;

Must have training and certification to provide Dialectical Behavioral Therapy (DBT) and experience providing DBT to adolescents;

Must have four (4) years' experience in the field of alcoholism, substance abuse and mental health; Familiarity with State and Federal legislation impacting behavioral health services including HIPPA, ASAM, etc.;

Valid New Mexico Driver's License with an acceptable driving record;

Working Conditions:

All essential job duties are performed both indoors and outdoors.

Temperature is controlled to maintain comfortable work environment year-round indoors and employee is exposed to natural weather conditions when outdoors.

Work is largely conducted on an even, dry surface. Surface may be carpet or tile floor. Employee is required to utilize stairs in the performance of essential job duties. May be required to work or insure clinical coverage outside of normal business hours.

Employee will be required to visit and provide services in the detention center, senior centers and other offices.

Employee may conduct transports and home visits.

*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*

Worker primarily works alone with or without explicit directions from Supervisor. Employee may work with a small group of other individuals at times.

Potential work hazards include use of the printer, other office equipment, driving, work in the jail and with hostile clients, possible COVID exposure and the climbing of stairs.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be construed as an exhaustive list of all duties, responsibilities, and skills required for this position.

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. 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.

Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to JobApplications@rio-arriba.org