

**Position Title:** SUD Clinical Supervisor  
**Program:** Crook County CMHP  
**Program Location:** Prineville  
**Supervisor:** Program Director  
**Employment Status:** Full Time, Regular  
**FLSA Classification:** Exempt, Salary  
**Salary/Wage:** \$28.23 - \$37.04/hour DOE

**This position is eligible for a \$5,000.00\* Loyalty bonus paid out in installments**

**Summary:** The clinical supervisor is primarily responsible for ensuring that quality clinical care is provided in the SUD program on a day-to-day basis. This means that the clinical supervisor needs to attend to the clinical management of clients, the on-going relationships with community partners in working with those clients, and ensuring that the clinical work is done in a cost-effective manner. The supervisor will also have specific program development and implementation focus as identified by the Program Director. The Clinical Supervisor reports directly to the Program Director and needs to develop a strong relationship with all team members.

#### **Essential Functions and Responsibilities:**

1. Provide direct, day-to-day supervision and performance monitoring over SUD staff. Engage in regular "rounds" with staff, to observe, mentor and coach, creating a culture of accountability and fostering continual improvement.
2. Ensure respectful and compassionate treatment is provided to all clients who enter services.
3. Ensure that proper policies and procedures that protect the health, safety, and confidentiality of SUD clients are developed and implemented.
4. Work closely with the Program Director and the clinical team to identify opportunities to provide innovative and high quality services to the community, including triage and referral processes from various community providers.
5. Work closely with the program director to develop and implement new clinical programming, including the development of an Intensive Outpatient Program.
6. Ensure that the clinical practices of the program meet best practice standards for the field.
7. Actively improve the quality of SUD program through participation in the Quality Management process.
8. Provide and document at least two hours of supervision each month, one of which must be individual face-to-face supervision. Provide additional supervision as needed to address staff deficiencies.
9. Provide or make available on-going training for A/D clinical staff.
10. Provide direct clinical services, including assessment, treatment planning, individual and group therapy, and discharge planning as is necessary for the efficient functioning of the program.
11. Ensure that documentation in client files is completed within agency stated timelines, reflects clinical best practices, and meets State and BestCare standards. Oversee chart reviews and sign off on documentation as needed. Conduct periodic documentation checks to ensure standards are being met.
12. Maintain strong relationships with community partners, developing collaborative relationships whenever possible.
13. Remain abreast of state DUII guidelines and ensure programming meets these requirements.
14. In conjunction with the program director, oversee recruitment, disciplinary processes, evaluation and retention activities.
15. Other duties as assigned by the Program Director.

**Experience and Education Minimum Requirements:**

1. Current CADC II and clinical experience providing outpatient chemical dependency services.
2. Prior experience and demonstrated competencies to identify precipitating events; gather histories of alcohol and drug use and substance abuse disorders, and criminal justice contacts; assess family, social, and work relationships; conduct a mental status assessment; write and implement or supervise implementation of a treatment plan; conduct and document a A/D assessment; and provide A/D treatment and rehabilitative services within the scope of his or her practice.
3. Bilingual strongly preferred and compensation (or pay) commensurate with bilingual skillset.

**Knowledge, Skills, and Abilities:** Have knowledge, skills, and abilities demonstrating competence in the following essential job functions: Clinical supervision of A/D staff, and strong ability to maintain community relationships.

1. Able to show mastery of the treatment of substance-related disorders including client evaluation and individual, group, family, and other counseling techniques; program policies and procedures for client case management and record keeping; and accountability for recording information in the client files assigned to them consistent with those policies and procedures and applicable OAR's.
2. Have the ability to work independently and also have the skills to be a team player.
3. Must have the ability to get along with co-workers.
4. Possess the ability to network with all resources in order to provide the best customer service.
5. Use good customer service skills with the clients or family members seeking help from our program.

**Tools and Equipment Used:**

Computer, fax machine, copy machine, telephone.

**Physical Demands:**

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel or operate objects or controls.

The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

**To Apply:**

Please complete an application using the link below along with a cover letter, resume, personal email address for communications and contact information for three supervisory references.

[Application for Employment – BestCare \(bestcaretreatment.org\)](https://bestcaretreatment.org)

\*Loyalty Bonuses are only available for external candidates