



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Program Manager
Dept./Division: Health Division/Behavioral Health CSP
Unit: PATH-Treatment Services
Job Family/Class: Behavioral Health Clinical Series
Supervised By: Behavioral Health Director
Employee Type: Salary
Pay Grade: I

NATURE OF WORK:

Under general direction of the Director of Behavioral Health Centered Spirit Program (CSP), the PATH Program Manager, manages and oversees the day-to-day operation of the Pascua Assessment Treatment & Health Program (PATH).

ESSENTIAL FUNCTIONS:

- Supervise staff to include: prioritize and assign work; conduct performance evaluations; ensure staff is trained; ensure that employees follow policies and procedures, maintain a healthy and safe working environment, make hiring, termination and disciplinary recommendations.
- Develop and maintain policies and procedures relevant to adult treatment programs' content and implementation to improve client services by identifying and defining staff performance standards and goals.
- Responsible for oversight and administration of the program, to include but not limited to the following: budget monitoring, projecting space and equipment expenditures, ordering supplies and equipment and ensuring equipment and facilities meet the needs of the program and clients.
- Collaborate with CPS Administration and the Health Department in the development of an annual budget.
- Assists CSP Administration and Health Department and CSP in the development of financial policies and procedures in the appropriate allocation of financial resources to effectively and efficiently operate the program.
- Closely monitoring and maintaining all program health and safety standards.
- Maintain CARF Accreditation for the PATH program.
- Enter and maintain clinical information and clinical notes into an electronic charting system (Claimtrak) and in the paper charts, in accordance with the Centered Spirit/TRBHA Provider Manual.
- Develop and implements program objectives.
- Establish and maintain regular contact with tribal departments, American Indian Community organizations and treatment programs to identify service to eligible population.
- Establish and maintain regular contact with State and Federal agencies, which financially support the treatment programs.
- Review referrals of individuals who would benefit from a residential or transitional treatment program.
- Attend all weekly Centered Spirit Program Manager meetings, bi-weekly Health Manager meeting,

and receive regular supervision (in person or by phone) with the Behavior Health Director.

- Review interviews with the referral source and the potential clients as gathered by the program coordinators and therapists to assess needs and resources.
- Perform other duties of a similar nature or level as requested by supervisor.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Supervisory principles;
- Management principles;
- Counseling practices and procedures;
- Program development and administration principles and practices;
- Conflict Mediation Principles;
- The Twelve Step Programs;
- Addiction theories and the treatment of addictions with emphasis on Native American populations;
- Interview, assessment, communication skills in individual and family settings;
- Community resources available to persons with chemical addictions;
- Principles and practices of counseling including individual, group and family;
- Principles and practices of research and rehabilitation;
- Applicable federal, state, and local laws, rules, and regulations;
- HIPPA regulation;
- Be familiar with and fluent in all electronic media (e.g., email, phone, cell phone, text messaging) and with all electronic documentation and billing systems (e.g., Claimtrak);
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Monitor and evaluate employees;
- Prioritize and assign work;
- Provide leadership;
- Provide counseling in an individual and group setting;
- Assess, interview, evaluate and counsel people with addictions and family members as needed;
- Gather, analyze and evaluate data;
- Interpret and explain policies and procedures;
- Case management;
- Maintain confidentiality of client information;
- Establish and maintain effective working relationships with employees, other public agencies, and people from various socioeconomic backgrounds and cultures, in recovery;
- Collaborate and develop relationship and support an environment of change;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

Bachelor Degree in behavioral health area, have five (5) years of professional counseling experience in both inpatient, residential and outpatient settings and one (1) year experience in clinical supervision; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

AND

- Must be willing to pursue state required clinical supervision training;
- Must be First Aid & CPR Certified or obtain certification within one (1) month of hire.

LICENSING REQUIREMENTS:

- Licensed as a Behavioral Health Professional in the State of Arizona (LISAC, LPC, LISW, LFM or Licensed Clinical Psychologist);
- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions. Incumbents may be subjected to chemicals, oils, bodily fluids, work space restrictions and travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This position will require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:



Department Head and/or Designee

1/25/16
Date



H.R. Manager/Classification & Compensation

2/1/16
Date



Human Resources Director

2/3/16
Date