



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Program Manager – New Beginnings Clinic
Dept./Division: Health/Centered Spirit Program (CSP)
Unit: New Beginnings Clinic
Job Family/Class: Manager Series
Supervised By: Centered Spirit Program Director
Employee Type: Salary
Pay Grade: I

NATURE OF WORK:

The Program Manager – New Beginnings Clinic is responsible for the day-to-day operation of the Pascua Yaqui New Beginnings Clinic and monitor/act as a sponsor to clients. The incumbent performs the following duties: ensure compliance with program policies, team-approved treatment plans, approve, manage treatment budgets; referrals to residential treatment; and participates in the coordinated care plan for medical, therapeutic, and pharmacological therapies for clients.

ESSENTIAL FUNCTIONS:

- Supervise staff to include: prioritize and assign work, conduct performance evaluations, ensure staff are trained, ensure that employees follow policies and procedures, maintain a healthy and safe working environment, and make hiring, termination, and disciplinary recommendations.
- Assist the CSP Department Director and New Beginnings Medical Director in developing and implementing department policies and procedures; ensure accreditations and licensure of clinics are within established standards.
- Review treatment files, records, and documents; chart patient progress and treatment when appropriate; audit records to ensure compliance with program policies and standards.
- Coordinate the treatment of addiction and associated medical issues with medical providers.
- Participate in the treatment team, develop patient treatment plans with a coordinated approach for medical, therapeutic and pharmacological therapies.
- Maintain clinic operation policies and procedures.
- Ensure staff are trained in policies and procedures, which are vital to maintain a safe environment.
- Collaborate with OTP Medical Director on clinic management and regulatory compliance.
- Oversight of referrals by staff.
- Record all clinical contacts in an electronic charting system in accordance with the American Society of Addiction Medicine (ASAM) and Commission on Accreditation of rehabilitation Facilities (CARF) guidelines.
- Oversee and monitor the ordering, inventory control and adherence to safekeeping protocols of schedule II narcotics; find solutions for medication shortages and delivery delays.
- Oversee the data/information processing of the AMS and Claimtrack patient data base system.
- Document services in accordance with ADHS & CARF Standards of Care.
- Prepare correspondence, reports, and record in the patient records.
- Administer and monitor the departmental budget, which may include grant funding and oversight; including allocating resources and approving expenditures.

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- Attend meetings, staffing or community events as a representative of the department; report on activities and provide educational information about clinical services.
- Perform other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Management and program development principles and practices;
- Addiction disease treatment protocols;
- Clinical and/or medical assessments of opiate, alcohol, cocaine, and other substances of abuse as follow-up during outpatient detoxification;
- Budget administration principles;
- Negotiation and conflict mediation abilities;
- Area resources;
- Strategic planning principles;
- Applicable federal, state, and local laws, rules and regulations;
- HIPAA requirements in Behavioral Health;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Monitor, prioritize, assign work and evaluate employees;
- Provide leadership;
- Evaluate client engagement, treatment planning, and case management provided by the staff;
- Identify and use the appropriate clinical interventions based on the consumer's presenting problems using Diagnosis Models DSM V and ICD-10;
- Train staff to assess imminent or potential lethal harm and intervene appropriately;
- Submit assessments, treatment plans, progress notes and other required clinical documentation accurately, on a timely basis, and track updates and due dates;
- Work with clients who have dual diagnoses or are seriously mentally ill (SMI);
- Work effectively with a multidisciplinary team of providers within and outside of the Department;
- Plan, analyze, and evaluate programs, services, operational needs and fiscal constraints;
- Analyze and develop policies and procedures;
- Interpret and apply applicable laws, rules, and regulations;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Prepare and give presentations;
- 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:

Licensed Clinician (LPC, LCSW, CMFT, LISAC) with a Master's Degree, plus six (6) years of experience as a Licensed Clinician to include two (2) years of supervisory or senior clinician experience.

Or

Master of Science in Nursing Degree with four (4) years of experience in a clinical setting including two (2) years of supervisory experience.

And

- Experience with drug treatment or behavioral health environment is preferred;
- Bi-lingual English/Spanish is preferred.

LICENSING REQUIREMENTS:

- Must possess and maintain a current LPC, LCSW, CMFT, LISAC or MSN License;
- 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.**

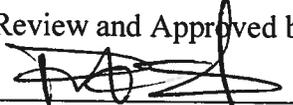
PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions.

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 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.

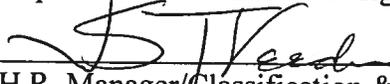
Review and Approved by:



Department Head and/or Designee

3/18/16

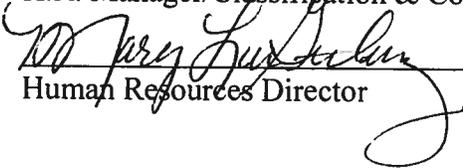
Date



H.R. Manager/Classification & Compensation

3/18/16

Date



Human Resources Director

3/18/14

Date