



*The Healing Lodge
of the Seven Nations*

JOB ANNOUNCEMENT

TITLE: Clan Manager - Cedar
REPORTS TO: Executive Director (Interim Director)
SUPERVISES: Clan Clinical Staff
POSTED: September 15, 2014 **CLOSES:** October 15, 2014

Responsibilities

Ensure that there is consistent coordination of the overall clinical program and that all patients receive the services they require and have a right to expect. Coordinate services provided by the clinical team. Support, mentor and supervise clinical staff in the continuing development of their skills, knowledge and attitudes. Work closely with Skills Coaches in the development of a therapeutic environment. Work with the Interim Clinic Director to assure adherence to agency, county, state and CARF standards.

Job Duties

Management of Treatment Staff

- Ensure that cases are presented in an organized/efficient manner, according to predetermined and mandated regularity and according to program policies/procedures.
- Identify counselor competencies that need developing and provide resources, mentoring and training to address those needs.
- Ensure that all relevant assessment data is presented and integrated into the treatment planning for each patient including information from family, community and referral sources.
- Review the counselor's case presentation and give guidance on working with the patient.
- Ensure that the discharge planning and placement process is begun upon admission and discussed in clinical staffing.
- Ensure that the focus is on a holistic and integrated approach coordinating input from shift supervisors, nutrition and kitchen staff, nursing, mental health, family counseling, culture, recreation, and includes information from referral sources and other community support systems.
- Coordinate, implement and review patient protocols to improve care and to meet State, Federal, or CARF standards of care by participating in and working through the Performance Improvement Committee.
- Through individual clinical supervision, assist counselors in the development of the necessary competencies to provide evidenced-based treatment.
- Provide coverage for individual and group counseling sessions when regular counseling staff is not available.
- Except where necessary to protect patient care, report major violations in agency/state/CARF regulations or ethical violations.

- Act as facilitator for regularly scheduled group sessions. Except where necessary to protect patient care, report major violations in agency/state/CARF regulations or ethical violations.
- Provide competency-based evaluations for treatment staff.
- Utilize automated reports to guide and mentor clinical staff in fulfillment of WAC and CARF clinical standards and HL policies and procedures.

Qualitative Clinical Records Review

- Ensure that clinical staff maintains good case formulation and that treatment plans are complete and reflect the needs and strengths of the patient.
- Ensure that patients are progressing through the treatment process in such a way that treatment success is maximized.
- Ensure that all WAC requirements for case reviews by a supervisor are maintained.
- Ensure that the clinical record reflects that quality patient care is being maintained.

Program Coordination

- Ensure that the treatment schedule is maintained, that groups are on time and properly staffed.
- Ensure that sufficient staffing levels are maintained to meet the needs of the current census.
- Ensure that all staff is where they are needed and that patient safety is consistently maintained.
- Provide crisis management and interventions to allow treatment staff to focus on patient care and program consistency.
- Facilitate and evaluate the development of program services and changes in existing services including culture and spirituality.
- Ensure consistency in treatment schedule by conducting assessments, intakes, aftercare planning and follow-up care, group, individual, and family sessions as needed and assumes case management duties when necessary.
- Evaluate and monitor patient behaviors, assesses the degree of improvement and or the needs for referral to a different level of care.
- Provides staff consultation and support via cell-phone during off-hours.
- Provide and maintain a programmatic link between internal and external departments and agencies in providing the best services to clients and for obtaining referrals.
- When needed, onsite presence may be needed to handle off hour crisis situations.

Records Review/Audit

- Manage audit process to ensure that patient records and documentation are maintained in compliance with established agency policies, State and Federal laws, and meet DBHR and CARF required standards.
- Develop and manage the process of ensuring that all patient records are up to date, all required forms are included and complete, and that the chart is in the correct order.
- Other duties as assigned by the Interim Clinic Director and/or Executive Director.

Minimum Requirements

- CDP certified through the State of Washington, Department of Health.

- Must present completion certificate for Clinical Supervisor.
- Knowledge of the recovery process as it applies to residential, prevention, and aftercare.
- The ability to set clear limits and boundaries with staff and help them maintain clear limits and boundaries with patients and each other.
- The ability to hold staff accountable for the conformance to agency expectations with clarity and respect.
- The ability to recognize that conflict is inherent in this position and to be able to manage conflict in a positive and respectful manner.
- The ability to create a positive work environment.
- The ability to be an effective communicator.
- The ability to recognize the needs of all patients and the program as a whole and to assess how the individual counselor addresses these needs.
- The ability to establish and maintain quality liaisons with agencies, community groups and other resources and referents whose services may be needed by the patients.

Preferred

- Masters Degree in counseling psychology and three years experience in a supervisory role in the field of chemical dependency/mental health.
- Knowledge of State, Federal, Indian Health Services, and CARF licensing, certification and accreditation requirements.

Physical Requirements

- LIFTING, CARRYING, PUSHING, PULLING- 10 pounds, occasionally. Mostly sitting, may involve standing or walking for brief periods of time.
- BENDING/STOOPING/CROUCHING – Occasionally
- REACHING – Occasionally
 - Extending hand(s) or arm(s) in any direction.
- HANDLING – Occasionally
 - Seizing, holding, grasping, turning, or otherwise working with hand(s). Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.
- FINGERING – Occasionally
 - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- TALKING – Frequently
 - Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- HEARING – Frequently
 - Perceiving the nature of sounds by ear.

CONSORTIUM TRIBAL MEMBER AND INDIAN PREFERENCE APPLIES.

To receive Indian Preference consideration, proof of tribal enrollment is required. An enrolled member of a federally recognized Tribe must provide a copy of his/her Tribal Enrollment Card or papers. Direct descendants must provide a Certification of Indian Blood (CIB). Please make sure these are part of your personnel record.

Any applicant requiring assistance in any step of the employment process, such as applications, testing, and/or interviewing should inform the Human Resources office.

Acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ an individual in the future.

To be considered for this or any other position submit:

1. Healing Lodge Employment Application (www.healinglodge.org)
2. Resume
3. Cover letter stating your qualifications
4. Copies of your licenses
5. Tribal and Indian preference must provide a copy of Tribal Enrollment Card, Certificate of Indian Blood, or such, with a Federally Recognized Tribe

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT EVIDENCE TO SHOW THEY FULLY MEET THE QUALIFICATION REQUIREMENTS.

Submit complete application packet to:

Human Resources
The Healing Lodge of the Seven Nations
5600 East 8th Avenue
Spokane Valley, WA 99212

Fax: 509.535.2863 – Attn: Human Resources
Email as one PDF attachment: HR@healinglodge.org

Internal Applicants – If submitting your letter of interest via email stating your qualifications for this position, be sure to put “Letter of Interest” in the subject line of your email.