



FAIRBANKS NATIVE ASSOCIATION, INC

Job Description

Job Title: Clinical Director
PCN: P802
Level: Level 8 Professional/Technical-Medical Expert
Status: Exempt
Position Reports to: Director, BHS

"This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. FNA is an at-will employer."

Job Summary: This position supervises all phases of the clinical services within the Behavioral Health Services department. Oversees and clinically manages the behavioral rehabilitation services and/or substance abuse/co-occurring disorder treatment program, by providing clinical supervision to program staff, clinical staff development, clinical oversight of treatment service and plans, and may provide individual, group and family counseling to clients.

Essential Functions:

Provide direct clinical supervision for clinical staff. Provide on-going clinical training to clinical and shift staff for all components of care.

Provide supervisory sign-off on treatment plans, progress notes, clinical staffings, assessments and discharges.

Provide oversight for the timely completion of assessment and intake services to clients.

Intervene in crisis situations within all components of care.

Responsible for chart review on regular basis.

Research and assist in development and implementation of new services and programs and redesigning existing programs and services to meet patient needs.

Develop initial and on-going staff development plans for clinical staff.

Assist in the coordination, preparation and submission of quarterly and monthly reports in a timely and accurate manner.

Develop, monitor and implement program policy and procedures in coordination with supervisor.

Attend mandatory meetings as scheduled, i.e. weekly clinical meetings.

Observe clinical staff in individual and group sessions as needed, documenting information for individual staff development plans.

Maintain client confidentiality in accordance with 42 CFR Part 2.

In coordination with assigned program and data staff, ensures staff compliance of management/file documentation in accordance with established standards, and timely and accurate submission of reports (i.e. required for MIS reporting, client billing, etc.) and other data.

In coordination with assigned program staff, assures program utilization is being maintained, per grant requirements, for all programs supervised, to established goals and objectives.

Maintain and follow-through with clinical goals and objectives.

Adhere to Counselor Code of Ethics.

The incumbent of this position must work well under pressure, meeting multiple and conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues, supervisor, and clients.

Perform other job-related duties as assigned to include providing coverage in any reasonable capacity to ensure that the treatment environment is maintained.

Specifications:

Qualifications:

Bachelor's degree in Social Work or related field required.

Master's of Social Work (MSW) or related field preferred.

National or State of Alaska Substance Abuse Counselor Certification Level II.

State of Alaska Clinical Supervisor certification or obtain within two (2) years of hire.

Minimum of three (3) years of substance abuse counseling experience. Five (5) years experience preferred.

Minimum of one (1) year experience in managing and supervising substance abuse programs, client care and staff.

Demonstrated work knowledge of the DSM IV-TR & ASAM PPC-2 R criteria, State Grant and CARF regulations.

Strong organizational skills and the ability to prioritize work assignments.

Strong understanding and sensitivity to diverse cultures and lifestyles, with demonstrated experience working effectively with Alaska Native populations.

Continued employment status will be contingent upon satisfactory completion of the pre-employment drug testing process.

A combination of experience, education, and training that provides the required knowledge, skills, and abilities may substitute for degree requirement.

Driving Requirements:

This position will (or may) require you to frequently (or incidentally) drive your personal vehicle for FNA business. In order to drive your personal vehicle for FNA business an individual must provide a copy of their current Alaska Driver's License and a copy of their proof of personal liability insurance. No employee may transport a FNA client in a personal vehicle.

Physical Demands:

The demands for this position will be considered sedentary for the amount of physical activity required. However, some lifting may be required, up to 50 lbs.

Working Conditions:

Requires high degree of confidentiality. Highly demanding position, meeting deadlines and handling crisis situations as they arise.

Requires local travel between various program components of FNA, which may involve exposure to extreme weather conditions.

Contacts:

Contacts include, but are not limited to, clients, staff, and other agencies.

Contact with clients who are in recovery and are dealing with emotional as well as physical challenges.

Highly visible position of the organization, must represent FNA in a professional and positive manner.

I, _____, have received, reviewed and completely
(Please print name)
understand the entire contents of this job description.

Signature of Employee

Date

Signature of Supervisor

Date