



Job Announcement

Snohomish County SUD Program Manager

GENERAL DESCRIPTION

The Snohomish County SUD Program Manager is responsible for the delivery of assessments/intakes, individual counseling, group counseling and related services to Snohomish County clients with drug/alcohol problems. The Program Manager will work directly with clients and maintain their case work in the absence of counselors. In addition, as Program Manager, this person will supervise CDPs and Trainees (CDPTs). Reports to the SUD Department Director. This is an exempt position.

MAJOR RESPONSIBILITIES– Specific for this position

- Reviews and approves supervisee's service encounters/services and correspondence going outside of the agency and co-signs these documents
- Responsible for ensuring that all groups and individual sessions are covered. Supervisees should be instructed to add the Program Manager to their list of required calls to be made in the event of illness or an emergency
- Responsible for ensuring that supervisees are following contractual requirements for progress reports to the court in a timely manner
- All inadequacies must be reported to SUD Department Director
- Responsible for the department in the absence of the Department Director
- Responsible for leading staffing in the absence of the Department Director
- Responsible for exhibiting professionalism and respect for the agency and management.
- New supervisees assigned to the Program Manager shall be oriented by the Program Manager, be shadowed by the Program Manager in groups for 50 hours, assigned training sessions with the QA Coordinator and the clinical trainer, This should take place the first week of employment.
- Responsible for approving timesheets in ADP for supervisees and in the absence of the Department Director and submitting to accounting in a timely manner
- Attends monthly SUD Manager meetings and agency Manager meetings and trainings

MAJOR RESPONSIBILITIES – for the agency

- Provides all services utilizing a strengths-based, family-focused, integrated and client-centered approach
- Provides services in a culturally competent manner
- Participates in creating and maintaining a workplace that values diversity and treats everyone with respect without regard to race, color, age, religion, creed, gender, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Demonstrates teamwork and open communication
- Provides services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintains documentation in a timely, thorough and accurate manner
- Follows agency policies and procedures, RCWs, WACs, and other external regulations
- Follows CHS's Code of Ethics
- Performs other appropriate tasks related to your professional role as needed

MINIMUM REQUIREMENTS

- Bachelor's degree in Social Work, Human Services or equivalent degree; Master's degree preferred
- Experience working with adult, youth and family systems
- Prior management experience required
- Chemical Dependency Certification required
- Two years of experience working with adults, youth and families with mental health and/or substance abuse
- Demonstrated knowledge of strengths-based person-centered evidence-based practices
- Self-directed, efficient and effective problem solving and managing multiple demands and objectives

- Skills in engaging, motivating and working with diverse individuals and groups to accomplish shared objectives
- Strong written and oral communication skills
- Willingness to submit to and pass a criminal background check
- Current Washington State Driver's license and reliable transportation for extensive North King County travel
- Computer literacy; knowledge of Microsoft Office, Excel and Outlook
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Experience and demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services
- Ability to work cooperatively as part of a team
- Prompt and consistent attendance during scheduled working hours
- Annual TB test
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Sense of humor

LOCATION

This position is located within the Substance Abuse Department at Center for Human Services' Silver Lake site (10315 19th Ave SE, Ste 112 Everett, WA 98208)

SALARY

\$22.00-24.00 per hour, 40 hours/week + excellent employer paid benefits, includes some evening hours

APPLICATION PROCEDURE

Submit cover letter and resume electronically to mkulovac@chs-nw.org and reference job #SA-103

CLOSES

Open until filled

CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families.

Our Values: Embrace diversity, provide accessibility, champion collaboration, demand accountability, personify integrity, and to have fun.

