



Center for Human Services

Building a stronger community...one family at a time.

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Job Announcement **SUBSTANCE USE DISORDER DEPARTMENT DIRECTOR**

Join our team! You could play an important role in clients life at CHS! Center for Human Services (CHS) is currently seeking the right case manager to join our team. We offer our staff an EXCELLENT benefit package which includes fully paid health, vision, dental, pharmacy, life, and long-term disability insurance, 403b with matching, as well as a generous leave package.

CHS is a non-profit organization with a great work environment, including staff who are passionate about and dedicated to the community. If you want to join an established organization at a time of growth and transformation, this is the place.

Substance Use Disorder Department Director provides leadership for our Substance Use Disorder Department. The SUD Director is responsible for all aspects of the department's development, implantation, and evaluation. This is a full-time exempt position located in our Shoreline office. Salary is depending on qualifications.

Job Requirements:

- Master's Degree or equivalent experience in Human Services related field.
- Five years full time experience providing substance use treatment and must be a Substance Use Professional as described in WAC
- Demonstrated skills in individual, group, and family therapy
- Be SUDP licensed, certified, and registered in the State of Washington
- Must have no misuse of alcohol or other drugs within the previous two years
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Ability to work with minimum supervision
- Ability to work cooperatively as part of a team
- Ability to adapt to change
- Sense of humor

To apply, send resume and cover letter to jobopportunities@chs-nw.org. Full job description can be found below:

Job Description

SUBSTANCE USE DISORDERS DEPARTMENT DIRECTOR

GENERAL DESCRIPTION

The Substance Use Disorders (SUD) Department Director provides leadership for our SUD Department. The SUD Director is responsible for all aspects of the department's development, implementation, and evaluation. Reports to the Executive Director. This is an exempt position.

MAJOR RESPONSIBILITIES - Specific to this position

- Provide oversight of and leadership for the SUD Department
- Participate as a member of Leadership Team
- Manage the development, implementation, and evaluation of SUD programs
- Manage SUD budget
- Participate in securing program funding



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- Recommend hiring and assure proper training of staff
- Negotiate and monitor contracts
- Oversee the billing process for the SUD Department
- Assure quality SUD services
- Develop and implement policies, procedures, and protocols for the department
- Provide direct supervision to designated staff
- Participate in collaboration efforts with other programs within and outside of CHS
- Assure that clinicians meet performance expectations by analyzing caseloads and service hours
- Maintain clinical integrity of SUD clinical records with periodic record reviews
- Track program outcomes and make adjustments as necessary
- Initiate and implement quality improvement efforts in department and participate as member of CQI team
- Assure that the department meets contractual and legal requirements
- Prepare the SUD department for fully integrated managed care
- Lead by example and always show respect for the agency 's administration
- Attend community meetings, CQI, all-staff meetings, systems meetings, and other designated meetings and/or training
- Develop and maintain working relationships with funders, referral sources, contract monitors, and other professionals
- Maintain CARF accreditation

MAJOR RESPONSIBILITIES – Agency in general

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally competent approach that is integrated with other services
- Participate in creating and maintaining a workplace that values diversity and treats everyone with dignity and respect without regard to race, color, age, religion, creed, gender, gender identity, gender expression, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Utilize teamwork and open communication
- Have prompt and consistent attendance during scheduled working hours
- Provide services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintain documentation in a timely, thorough and accurate manner
- Follow agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Follow CHS's Code of Ethics
- Perform all other tasks as assigned by the Executive Director that furthers the success of programs and/or the agency

MINIMUM REQUIREMENTS

- Master's Degree or equivalent experience in Human Services related field
- Five years full time experience providing substance abuse treatment and must be a Chemical Dependency Professional as described in WAC
- Demonstrated skills in individual, group, and family counseling
- Be licensed, certified, or registered in the State of Washington
- Available to work some evening and week-end hours as needed
- Must have no misuse of alcohol or other drugs within the previous two years
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services and trainings
- Ability to work cooperatively as part of a team
- Negative TB test or physician clearance to work
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Sense of humor
- Able to work with minimum supervision

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 have fun.