



JOB OPENING

JOB TITLE: SUDS Program Manager
DEPARTMENT: Behavioral Health/SUDS
SUPERVISOR: Behavioral Health Director
STATUS: Full-time
Pay Grade: DOQ

OUR MISSION: Restoring hope, building futures, and strengthening our communities through programs with youth, young adults and families.

JOB SUMMARY: The SUDS Program Manager is responsible for managing services of the following areas: 1) Drug/Alcohol youth outpatient treatment and 2) School-based prevention/intervention programs. In conjunction with the Behavioral Health Director, the SUDS Program Manager will work on program development, contract compliance; budget oversight, training, scheduling and supervision of staff individually and through facilitation of weekly team meetings.

ESSENTIAL RESPONSIBILITIES, DUTIES AND TASKS:

1. Oversee all services in the SUDS Department.
2. Provide supervision, consultation and training to program staff
3. Ensure compliance with all applicable regulatory requirements, including WAC, RCW, and various school district contracts;
4. Provide technical assistance to CDP's/CDPT's to maintain timely and accurate record keeping;
5. Conduct and manage data collection and analysis to improve client retention and engagement;
6. Ensures that all billing is processed to receive payment for services;
7. Manage day-to-day activities including scheduling, reporting, operations and regular staff meetings;
8. Manage training plans and performance evaluations of PI's;
9. Develop and administer existing and new services.
10. Develop and maintain professional network in the county and community.
11. Monitor and maintain all necessary paperwork, statistics, reports and other documentation as needed for contracts, licenses, funding sources or the agency.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

EDUCATION and EXPERIENCE:

Requires the following:

1. BA/BS in social service field required. Masters Degree in Marriage/Family Therapy, Social Work or related field preferred **AND**;
2. Must meet the WAC requirements for an approved supervisor, WAC 246-811-049 **AND**;

3. Clinical experience, providing substance abuse counseling services. This may include experience as a clinical intern.

MINIMUM QUALIFICATIONS:

1. Demonstrated ability to appropriately intervene in crisis situations (Crisis intervention skills).
2. Willingness and ability to work with people from a variety of racial, cultural, educational and economic backgrounds with various lifestyles, sexual orientations, and of all ages;
3. Ability to maintain confidentiality.
4. Ability to communicate clearly both written and verbal.
5. Proof of negative TB Test or x-ray.
6. Demonstrate no history of drug/alcohol misuse for five (5) years prior to employment AND no misuse during employment.

REQUIRED LICENSES, CERTIFICATES, OR KNOWLEDGE:

- Current Washington State driver's license and proof of valid automobile insurance.
- Currently Licensed in Washington State as a CDP with experience in substance use/abuse and chemical dependency services.

SAFETY HAZARDS OF THE JOB:

- Minimal safety hazards.
- Potential violence and/or maltreatment from clients.

PHYSICAL DEMANDS/WORKING CONDITIONS: This position works in a behavioral health environment, 20-40% of the time with clients, and the remaining time on a computer or in meetings supervising staff. Work may be interrupted by the immediate needs of a supervisee needing immediate assistance. Work involves physical movement throughout the facility. Position requires employee to lift/carry 20 pounds occasionally, and push/pull 20 pounds occasionally. Position has the ability to sit/stand as needed.

HOURS & COMPENSATION: This is a full-time position. Compensation for this position is placed on a Grade level DOQ with full benefits package.

TO APPLY: Applicants should submit a resume with a cover letter to DelethaWr@nexus4kids.org.

CLOSING DATE: Open Until Filled.

Nexus Youth and Families is committed to equal employment opportunity in all employment practices for all individuals without regard to race, religion, color, national origin, sex, age, handicap, marital status, or veteran status.