



ASIAN COUNSELING and REFERRAL SERVICE

Asian Counseling and Referral Service, a non-profit organization, promotes social justice and the well-being and empowerment of Asian Americans and Pacific Islanders and other underserved communities - including immigrants, refugees, and American-born - by developing, providing and advocating for innovative, effective and efficient community-based multilingual and multicultural services.

JOB ANNOUNCEMENT

- TITLE:** Clinical Supervisor – Recovery Services
- DEPARTMENT:** Recovery Services
- SUPERVISOR:** Director - Recovery Services
- PURPOSE:** Supervises the work of Recovery Services team members in providing culturally competent chemical dependency and/or problem gambling treatment, consisting of individual, group, family and educational services. Is accountable for the quality and quantity of work performed by the staff and ensures compliance with program policies and procedures. Conducts training and staff consultation.

ESSENTIAL JOB FUNCTIONS

1. Plans and directs work assignments for bilingual, culturally competent counselor staff; monitors performance of assigned staff and conducts timely performance reviews; approves salary increases per agency budget and policies. Takes formal corrective action to ensure high quality consumer services, including input to dismiss employee; resolves complaints and grievances lodged by assigned staff.
2. Responsible for screening, interviewing and hiring new employees. Trains and orients new employees on program work assignments as well as agency policies and procedures. Plans, develops, and conducts training both in-house and in the community. Evaluates staff training needs and sets training goals; provides and arranges for formal staff training; provides on-going consultation to staff; arranges for appropriate case consultation by other professionals, as needed.
3. Assists staff in performing accurate assessments, developing and implementing service plans with attention to cultural relevance and competency, and advises in procedures and regulations. Monitors staff paperwork flow, clinical documentation and termination of cases. Assists staff in the maintenance of accurate and current records in accordance with funding requirements and agency procedures. Ensures that staff prepares accurate progress reports, required forms and completion notices to the courts and probation departments, and provides referral sources as appropriate in a timely manner.

4. Maintains a caseload when needed. Provides clinical coverage for staff as needed. Assists the team in community outreach, engagement and client assessments. Assists staff in the coordination and implementation of treatment groups.
5. Assists the Recovery Services Director with planning and management of program operations to ensure that program contract requirements, standards and goals are met. Monitors the program's quality of service, with attention to culturally relevance and competency. Participates in the development of and advocacy for services and community resources. Attends meetings as assigned and conferences as appropriate.
6. Coordinates with other organizations, service providers and professionals in the community regarding client care coordination.
7. Acts as back-up to other supervisors and team members.
8. Other job-related duties as assigned by management.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Regularly required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. Must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Work may be performed in homes or an office setting. The noise level in the work environment is moderate.

QUALIFICATIONS:

- Master's degree in Social Work, and one (1) year of direct supervisory experience.
OR
- Bachelor's degree in Social Science, at least four (4) years providing direct human services, and one (1) year of direct supervisory experience.
- Minimum five (5) years' experience providing evaluation and individual, group and family counseling for substance abusing clients and families.
- Must be a Washington State Chemical Dependency Professional and furnish sufficient evidence of training and education necessary to meet and maintain chemical dependency counselor status per existing WACs.
- Must meet Washington State approved CDP Supervisor requirements per WAC 246-811-049.
- May not have a history of alcohol or other drug misuse for a period of three years prior to employment as a CDP and not display evidence of misuse of alcohol or other drug while a CDP.
- Ability to provide effective and respectful quality care and services that are responsive to diverse cultural beliefs and practices. Prefer fluency in Asian/Pacific Islander language.
- Effective ability to navigate a personal computer. Competency in use of the Microsoft Office and other relevant software for word processing, calendaring, email, and data entry. Efficiently research and perform various tasks via the internet.

STATUS: Full-Time/ Regular

SALARY: Depending on Experience

CLOSING DATE: Open until filled

BENEFITS Medical, dental, vision, life, AD&D and LTD insurance; generous vacation/sick/holiday pay; EAP and Travel Assistance; health and dependent care FSAs; 403(b); pension plans

SEND RESUME TO: **ASIAN COUNSELING and REFERRAL SERVICE**
ATTN: Human Resources
3639 Martin Luther King Jr. Way S.
Seattle, WA 98144
Email: hr@acrs.org

Asian Counseling and Referral Service is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons of disability. ACRS does not and will not discriminate on the basis of age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, use of a service animal, military or veteran status. Equal access to programs, services and employment is available to all persons. Those individuals requiring accommodation should notify ACRS in advance. ACRS is a Tobacco-Free Campus.