



## **SWINOMISH INDIAN TRIBAL COMMUNITY**

11404 Moorage Way  
La Conner, Washington, 98257-0817  
Phone (360) 466.3163 | Fax (360) 466.5309

# **JOB DESCRIPTION**

## **Wellness Program Director**

### **GENERAL FUNCTION:**

The Program director manages the administrative and clinical aspects of the agency and Transitional Living Program under direction of program administrator.

### **REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended only to illustrate the various types to work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Provides up to 120 hours per month of direct counseling and case management services to patients: consisting of individual, group, family and educational services: including assessment, counseling, and aftercare services. Direct counseling shall be reduced in accordance with WAC 388-805.
- Provides supervision of CDP trainees, students, and volunteers in accordance with WAC 388-805 when directed. Provides supervision of CDP trainees in accordance with WAC 246-811. Performs the duties of the program Administrator when delegated.
- Maintains qualification as CDP.
- Helps implement the policies and procedures of the agency, including personnel, treatment services, and records.
- Prepares written performance evaluations annually for counseling staff.
- Conducts regular staff meetings for all clinical personnel to discuss matters pertaining to treatment issues, policies and procedures, case management, and staff relations.
- Assists the program administrator in updating of the agency clinical manual.
- Coordinates assignments concerning intake assessment, individual counseling, group sessions, and educational programs.
- Monitors the case managers' implementation of a problem oriented records system by periodically spot-checking case files from each case manager/CDP.
- Advises the program administrator on specific training needs of clinical staff members and recommends an appropriate course of action.
- Organizes curriculum program and content, and monitors all treatment program sessions provided by the agency.

- Serve as an active member of. 7.01 DBHR committee, Tribal Gambling Providers Meeting, Opiate Task Force Lead, and Child Protective Team Member. And any other organizations or duties assigned.
- Provides supervision over the recovery house manager and Transitional Living Recovery houses' staff and residents, including supplies and maintenance.
- Develop, maintain and review yearly TL policy and procedures manuals.
- Review and maintain healthy community tip line, delegate as needed.
- All other duties as assigned by Programs Administrator.

**Education, Experience and Training (required and preferred):**

- Undergraduate degree from accredited college or university; and is qualified as a Chemical Dependency Professional. This requirement may be waived for a minimum of five (5) years of successful experience in the field of Chemical Dependency.
- Meets all requirements to be an approved supervisor per WAC 246-811.

**REQUIREMENTS:**

- Possession of a valid Washington State Driver's License at the time of appointment is a must.
- Must pass criminal back ground check.
- Applicants shall have no history or evidence of alcohol or other drug misuse for a period of two years immediately prior to the date of employment and while employed.
- Applicants shall conduct themselves ethically and professionally at all times.

**EMPLOYMENT CONDITIONS:**

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt. This is a safety sensitive position and is subject to random drug screens.

Employee: \_\_\_\_\_

Supervisor: \_\_\_\_\_