

American Indian Family Center Job Posting

Where American Indian Families Thrive!



SUD Treatment Director/ADC Supervisor

Application Deadline: Open Until Filled

Full-Time, Monday through Friday 8:30am – 5:00pm.

Note: Some Evening and Weekend Hours Required.

Salary: **\$70,000-\$110,000 Annually** (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, 403B retirement fund employer contribution, paid holidays and generous PTO accrual.

Khunsi Onikan: Khunsi Onikan at the American Indian Family Center (AIFC) strives to take the best of Western and traditional American Indian knowledge to assist in the healing process. American Indian people who decide to stop using drugs or alcohol have a very high rate of sustained recovery. We think we know why. The Khunsi Onikan program has been designed to merge best practices in substance use disorder treatment with traditional native culture, values, and spirituality in a program that will be a positive force in the lives of American Indian people in Saint Paul.

Position Title: Substance Use Disorder (SUD) Treatment Director/Alcohol and Drug Counselor (ADC) Supervisor

Reports To: Executive Director

Position Description: The Treatment Director will serve the American Indian population in the Twin Cities area and provide Substance Use and Co-occurring disorders through individual, couples and family therapy/counseling to adults and families experiencing depression, grief, substance abuse, domestic violence, other emotional disturbances and environmental trauma. This position will also be responsible for supervision and training of staff and meeting Substance Use and Co-occurring disorders treatment criteria set by federal, state, and county guidelines.

Specific Job Tasks:

- Provides oversight of 245G/Dual Disorder programs.
- Responsible for successful billing of program encounters.
- Conducts and documents weekly clinical case reviews with CD clinical staff.
- Works in conjunction with Human Resources to conduct annual performance reviews for staff.
- Responsible for arranging coverage for absent CD staff to facilitate groups or conduct evaluations/orientations.
- Works in conjunction with quality assurance to conduct random audits of staff charts to check for compliance with documentation and billing standards.
- Holds CD staff to productivity standards and implements improvement plans for staff as necessary.
- In collaboration with Human Resources, recruits, hires and trains professional program staff, aftercare volunteers and interns.
- Meets regularly with the AIFC Executive Director and Finance Manager to discuss overall performance of CD programs.
- Facilitates and/or attends CD Operations meetings and staff trainings.
- Attends manager and director meetings.

- Facilitates program growth, marketing and continuous quality improvement efforts.
- Maintains knowledge of, and adherence to, program philosophy and policies.
- Maintains current knowledge of changes in federal, state, and county clinical standards and evidenced-based practices and procedures.
- Trains staff on, and as needed provides directly, client crisis intervention and consultation.
- Ensures coordination of care for clients.
- Facilitates talking circles/support groups for clients and the community at large.
- Conducts outreach/networking with family center partners and community agencies.
- Maintains client files and confidentiality.
- Completes data collection, quarterly and monthly reports.
- Promotes a chemically healthy lifestyle.
- Other duties as assigned.

Qualifications

- Master's Degree in CD, MH or Dual Disorders preferred.
- Must meet state qualifications of Outpatient Chemical Dependency Counselor.
- In order to provide clinical supervision of LADCs, employee must have 3 or more years of experience providing individual and group counseling to chemically dependent clients.
- Must know and understand the implications of 9530.6405 to 9530.6505 and Minnesota Statutes, sections 245A.65 (Maltreatment of Vulnerable Adults), 626.556 (Reporting of Maltreatment of Minors), 626.557 (Reporting Maltreatment of Vulnerable Adults), and 626.5572 (Definitions).
- Demonstrate an ability to work with management in a positive and cooperative fashion.
- Demonstrate an ability to supervise and manage key administrative and clinical staff.
- Demonstrate an ability to supervise programming including understanding of administrative and business aspects of the program.
- Must be free of chemical use problems a minimum of five years.
- Minimum of 3 years of management experience.
- Minimum of 3 years of clinical experience.
- Knowledge of or desire to learn more about the American Indian culture, community and its resources.
- Knowledge of MN DHS billing through MA.
- Experience working in a community-based agency preferred.
- Excellent time management skills.
- Effective record keeping skills.
- Effective organizational skills with paperwork and file systems.
- Excellent verbal and written communications skills.

Physical Demands and Work Environment:

- Very light lifting (less than 15 pounds) may be required occasionally.
- The AIFC is a low noise facility (under 30 dB) and has private offices and conference rooms.

Interested applicants can submit resumes and letters of interest to careers@aifcmn.org, Attention: Bill Fullerton.

Selected applicants will be contacted to arrange an interview.

AIFC thanks you for your interest!