

Outpatient Manager (Portland, Oregon)

Responsible to provide clinical coordination and monitoring of standards of care between the Residential Treatment Facility and the Outpatient treatment service components of The Native American Rehabilitation Association (NARA). Ensures a treatment model that is family and community based; includes child & family development, mental health care, health care, and a gambling addiction treatment component.

Essential Job Duties:

- Maintain on-going audits of all client files assuring that records are in accordance with state and federal regulations.
- Ensure groups and lectures are conducted according to schedule.
- Train staff in counseling skills, documentation, treatment planning and other areas as assigned by the Treatment administrator.
- Conduct regular clinical staff meetings to review clinical issues.
- Inform the Assistant Treatment Director of clinical issues and concerns.
- Review counselor discharge and aftercare planning for clientele.
- Responsible for supervision of the outreach/community services position and program.
- Responsible for completing regular performance evaluations on staff.
- Participate in on-call service coverage.
- Attend relevant meetings as assigned.

To Qualify:

- Masters & dually licensed/certified preferred.
- Current A & D Counseling certificate and minimum of 2 years paid counseling or social service experience required.
- Minimum 5 yrs management experience.
- Demonstrates leadership skills and exercises judgment within generally defined practices and policies when selecting methods and techniques in problem solving.
- Ability to present ideas, transmit information and convey concepts to individual or groups of people of varying educational, cultural, and experiential levels in an effective way.
- Ability to maintain professional boundaries with clients, the community, and other staff members.
- Work collaboratively with clients, other NARA staff, team members, and to treat everyone with respect and dignity at all times.
- Experience working within the Native American/Alaska Native community is considered a plus.
- If in recovery, must have a minimum of two years sobriety/clean time.

To Apply: High school diploma or GED. Must have active CADC1 or CDS1 or higher with at least one year paid experience as a Chemical Dependency Counselor and experience presenting treatment groups. Candidates must have an understanding of the illness concept of alcoholism/drug abuse. Must have knowledge of AA, NA, Alateen and other support programs.

It would be considered a plus to have knowledge of and experience working with Native American/Alaska Native culture.

Benefits: Very generous medical and dental benefits, separate vacation and sick accrual, 13 paid holidays, 401(k) match

TO APPLY: Respond to this posting with your cover letter, resume, and salary requirements to jobs@naranorthwest.org or fax to 503-224-4494. Requires a minimum of two years sobriety and clean time. Employees are asked to commit to modeling a drug and alcohol free life. All potential hires are required to pass a pre-employment (post-offer) drug screen and criminal background check.

EOE: within scope of Indian Preference, all candidates receive equal consideration. Preference in hiring is given to qualified Native Americans in accordance w/the Indian Preference Act (Title 25, US Code, Section 472 and 473).