

## JOB DESCRIPTION

08/2024

Title: SUD Services Supervisor/Outpatient Therapist

Dept: Adult Services

Immediate Supervisor: Adult Services Director

Primary Function: To provide outpatient mental health and/or substance use services and provide supervisory oversight of the Substance Use Services Programs and staff.

Typical Physical Demands: This position requires sitting for long periods of time. It may require contact with individuals with communicable diseases. It requires the ability to work under high stress conditions for long periods of time. It also requires the ability to hear a normal range of voice, to prepare written reports and to use telephone equipment and computers.

Typical Working Conditions: Individuals in this position will collaborate with multi-disciplinary teams in office, community and client home environments. Individuals are required to include families and other significant people in planning and treatment when possible. Individuals may expect occasional exposure to communicable diseases and aggressive or violent clients.

1. To provide clinical and programmatic supervision for Substance Use Program services and staff to:

- A. Ensure direct service providers meet requirements for productivity.
- B. Ensure that the client receives all medically necessary services using a multidisciplinary team approach.
- C. Ensure that SUD providers meet licensing and funding source expectations
- D. Ensure documentation is complete and timely, with daily monitoring.
- E. Assist the Adult Services Director in formulating and implementing corrective action plans when needed.
- F. Oversee staff availability, coordination, and monitoring of Substance Use Services
- G. Ensure that adequate resources are available for SUD staff, such as program and therapeutic supplies, transportation needs.
- H. To assist the Director Adult Clinical Services with ensuring client and community satisfaction of services.
- I. To assist the Director Adult Clinical Services in ensuring that adult programs operate within budgetary guidelines.

2. To maintain a small caseload and provide back-up for open access for Mental Health and Substance Use clients as needed.

- A. Provide OP Therapy and/or Substance Use services, including back up and rotating after-hours on call services.
- B. To maintain a minimal billable hourly expectation.

Primary Duties and Responsibilities Mental Health Therapist:

1. To assess, diagnose, and use evidenced based practices when providing treatment for mental health disorders primarily in adults including the administration and interpretation of screening tools, psychological tests, and other assessment instruments as licensed.

2. To plan, implement, coordinate, monitor and evaluate treatment services designed to eliminate, remediate, or manage mental disorders of adults.
3. To identify and help the client access additional services necessary to attain treatment goals.
4. To provide emergency/crisis intervention services as needed including rotating on-call duties.
5. To provide community education and consultation services as assigned.
6. Ability to complete clinical documentation requirements in the electronic health record in accordance with agency policy.

#### Primary Duties and Responsibilities Substance Use Counselor:

1. The Substance Use Counselor takes the responsibility for coordinating the following: assessment and identification of client's needs; coordination of the development of the treatment plan; facilitation of outpatient groups and individual counseling, and coordination of the discharge planning process.
2. The Substance Use Counselor serves as the client's guide, advisor, and advocate, assisting the client to identify problems that need to be addressed. The Substance Use Counselor will serve adult clients. The Substance Use Counselor may have the opportunity to work with adolescent clients.
3. provide Level 1 Outpatient and develop Level 2.1 Intensive Outpatient services to any client that is deemed appropriate for these levels of care following an assessment. Services may be provided on an individual or group basis employing Evidence Based Practices that are appropriate for the client's phase of life and development.
4. The Substance Use Counselor will serve as primary counselor for Dual Recovery Program clients.
5. Ability to complete clinical documentation requirements in the electronic health record in accordance with agency policy.

#### Performance Requirements:

1. Maintain current knowledge of the theories and evidence-based practices in psychotherapy and substance use treatment.
2. Outpatient therapists and substance use counselors are expected to be conversant in the particular bio-psycho-social problems common to people with mental health and substance use disorders and living in poverty.
3. Knowledge of community resources and referral agencies

Job Qualifications: The Dually Licensed Professional should have a master's degree in psychology, social work, counseling or marriage and family therapy and a Masters Addiction Counselor currently licensed or eligible for licensure by the Kansas Behavior Science Regulatory Board. The individual should have skills in the following areas: assessment, diagnosis, treatment planning and psychotherapeutic treatment of children, adolescents and adults with mental health and substance use disorders. Computer competency is also a must. One year of supervisory experience preferred and 2 years clinical experience preferred. Satisfactory completion of pre-employment background checks and credentialing.