



Akron-Urban Minority Alcoholism Drug Abuse Outreach Program, Inc.
665 West Market Street - Akron, Ohio 44303 - 330.379.3467
www.akronumadaop.com

AKRON-UMADAOP Clinical Supervisor

JOB DESCRIPTION:

Responsible for the implementation and coordination of the UMADAOP Substance Use Disorder (SUD) treatment program. Coordinates the case management and peer support programs, to meet the needs of clients. The individual will operate in accordance with the established professional standards and OMHAS guidelines, and agrees to adhere to NASW, and the Ohio Credentialing Board (OCB) standards for services and social work. A minimum of bachelor's degree with an LICDC-CS is required. A master's degree with an LISW-S is strongly preferred. All candidates must have a NPI and Medicaid assigned number before submitting a letter of interest.

MAJOR AREAS OF RESPONSIBILITY:

- Provides clinical supervision to counselors, case managers and peer supporters including developing and advancing case management skills, reviewing documentation, putting theory into practice, continuing education, lending emotional support, and identifying transference issues.
- Provides clinical supervision regarding Motivational Interviewing, CBT etc. theory and practice and supports agency-wide use of evidenced based practices.
- Provide training and support to staff related to Carelogic electronic health record system and other software, client treatment services, case management procedures, program specific eligibility, level of care determinations and Peer /Recovery Support services.
- Effective written and verbal communication skills. Ensure that action items and updates are provided to staff proactively. Capture feedback from clients, staff, and community partners and communicate the information to the appropriate persons.
- Demonstrates initiative and leadership by anticipating and problem-solving service interruptions for clients, staff transitions, and procedural changes.

- Ensures client files and records are maintained as directed by agency policies and procedures.
- Maintains client confidentiality by ensuring staff follow agency and program policies and procedures.
- Processes and problem solve with staff to ensure staff caseloads are no greater than 10% out of date in any given month.
- Ensures that case referrals are assigned within 2 business days. Reviews outstanding referrals each month with staff in individual supervision. Ensures that all cases are assigned to an appropriate level of care.
- Collects and processes staff Supervision Logs, Trainings Logs, and other data in compliance with established program procedure. Problem solves any struggles in maintaining supervision and training requirements.
- Completes timely reporting on multiple data points for internal and external review. Reports are generally due monthly and quarterly and may be requested at other times.
- Review productivity report with staff in individual supervision; Identifies areas that require attention such as time management skills, organizational skills, and utilization report; provides training and ongoing coaching for identified needs.
- Works collaboratively within a multidisciplinary team.
- Builds new and maintains ongoing relationships with other service providers serving our client population.
- Represents UMADAOP in the community when engaging other service providers, the legal system, and the public.
- Demonstrates unconditional positive regard to clients; Conducts all aspects of job responsibilities with a focus on exceptional customer service.
- Demonstrates continuous growth and development of Cultural Competency exhibiting an understanding, awareness, and respect for diversity.
- Complete performance appraisals at 90 days and annually, develop performance improvement plans as needed, and maintain supervision records.
- Attend monthly, quarterly, and as needed meetings in-person at multiple agency sites and community partner locations.
- Utilize email, Zoom, Skype, phone, and other telehealth options to participate in meetings across sites.
- Conduct interviews and participate in onboarding processes for new employees.
- Other duties as assigned related to this position by supervisor.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER QUALIFICATIONS:

- Minimum of Bachelor required LISW and master's degree desired.
- Five years of direct-service experience, preferably in a community-based SUD treatment healthcare setting and a minimum of one year of supervisory experience preferred.
- Possess a valid NPI number and Medicare number.
- Must have sensitivity to, interest in and competence in cultural differences, HIV/AIDS, minority health, sexual practices, chemical dependency, chronic disease management, and a demonstrated competence in working with persons of color, and gay/lesbian/bisexual/transgender community.
- Community-based case management and training experience desired.
- Proficiency in all Microsoft Office applications and other computer applications required.
- Must have knowledge and adherence to social work standards and ethics.

PLEASE contact Mr. Christian at dchristian@akronumadop.com to apply.