CATHOLIC CHARITIES OF STEUBEN
POSITION DESCRIPTION

POSITION TITLE: Scattered Bed / HCBS Supervisor
STATUS: Exempt

DEPARTMENT: Substance Free Living
W/C# Residential/ HCBS
GRADE LEVEL:

PRIMARY FUNCTION: The Scattered Bed / HCBS Supervisor is a clinical staff member responsible to the Residential Services Director for providing coordination of day to day operations of the program’s scattered apartment program and the Home and Community Based Services (HCBS) Peer Empowerment Program, in accordance with program policies, procedures, and regulation.

The Scattered Bed / HCBS Supervisor also provides direct clinical services as assigned by the Residential Director.

POSITION RESPONSIBILITIES:
1. Oversees delivery of comprehensive services within a therapeutic environment Ensures the admission and orientation paperwork meet standards.
2. Completes the LOCTDR 3.0 and herd reports.
3. Advanced knowledge of resources available to individuals with substance abuse problems. Ensures all new participants are referred to BH community providers in a timely fashion.
4. Ensures development of recovery plans that are individualized, culturally sensitive and clinically appropriate.
5. Ensures the discharge plans provide for the specific needs of a participant and prepared in collaboration with the participant.
6. Ensures development of progress notes and treatment plans with participant involvement reflecting progress meeting discharge goals and interventions.
7. Completes LOCTDR 3.0 and HERDS reports
8. Ensures all records are locked and medications are stored and monitored per program policy.
9. Ensures apartments are adequately furnished and properly maintained per safety requirements.
10. Provides counseling, treatment planning, education and training to residents in living skills through individual and group work.
11. Communicates effectively and works cooperatively with participants, staff and community professionals.
12. Provides crisis management and interventions as needed. Has the ability to identify symptoms of decomposition, develop strategies and share intervention plans with supervisors.

Supervisory/Administrative responsibilities
1. Hires, trains, develops and appraises assigned staff effectively.
2. Responsible for scheduling staff and approving payroll.
3. Takes corrective action as necessary on a timely basis and with Human resource consultation.
4. Ensures staff receive training and supervision in the use of best practices not limited to motivational interviewing, trauma informed and person-centered care.
5. Ensures staff will receive orientation and on the job training.
6. Ensures staff will receive training including but not limited to: motivational interviewing, best practice documentation (MCTAC), trauma informed care, person-centered care, chemical dependence, individual group and family counseling, therapies and other activities supportive of recovery, communicable diseases, infection control, supervision and quality control.
7. Ensures the adherence of confidentiality regulations.
8. Ensures utilization reports are completed and turned in to the Residential Services Director at the beginning of every month.
9. Oversees Quality Management for the reintegration program and provides monthly reports to the Program Director.
10. Ensures the timely submission of all applicable OASAS data (PAS) reports relative to the provision of services at the beginning of every month.
11. Monitors the monthly expenses of the programs.
12. Meets with the Residential Services Director for supervision, attends HR training sessions, and facilitates case reviews.
13. Adheres to Agency policies and procedures, performs other related tasks as assigned.
14. Authorized to approve purchases up to $500.00
15. Provides clinical or supervisory backup as needed across the Reintegration as needed.
16. Participates in on call rotation.

**TITLE OF DIRECT SUPERVISOR:** Director of Residential Services

**EDUCATION REQUIREMENT:** Associates Degree Required, Bachelors Preferred. NYS Qualified Health Professional licensure (LMSW, LCSW, LMHC, RN, CASAC)

**EXPERIENCE:** clinical and/or administrative experience in chemical dependence services required.

**ADDITIONAL REQUIREMENTS:**
1. Advanced counseling skills to work independently.
2. Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR’s corporate compliance and ethics program.
3. Possess excellent verbal and written communication skills.
4. Previous experience working with diverse populations, including low to moderate-income families.
5. Ability to multi-task and prioritize duties.
6. Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
7. Ability to maintain absolute confidentiality in regards to all records reviewed including client records, employee records and billing records.
8. Proficiency and experience with PC’s and Microsoft applications.
9. Ability to analyze and interpret data and to handle problem resolution.
10. Possession of a valid driver’s license and a driver’s record considered acceptable by agency and insurance carrier.
11. Continuous use of a reliable, registered and insured vehicle.

**Ability to meet the following physical requirements with or without reasonable accommodation:**
- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 30 lbs;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents;
EMPLOYER’S DISCLAIMER:
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

EMPLOYEE CONFIRMATION:
I have received and read a copy of this job description.

__________________________________  ______________________________
Signature                                      Date

__________________________________
Printed Name