



## JOB POSTING

POSITION TITLE: SUD Program Manager

SUPERVISED BY: Director of Clinical Services & Director of Programs

STARTING SALARY: \$5,893 - \$6,240/month

### GENERAL STATEMENT OF DUTIES:

Oversight of assessments, service plans, and treatment for clients with medicaid insurance as part of an outpatient drug and alcohol substance misuse program and across programs at Parrott Creek. Act as supervisor for staff working towards certification as drug and alcohol counselors. Act as consultant for program developments across the agency.

Our mission is to offer person-centered and culturally responsive programs and services to address social determinants of health in our community. Our goal is for all people to experience social, emotional, and physical well being with justice and hope. We deliver our mission by ensuring that Parrott Creek is a unique, values-based and empowering place to work. You will be working in a brand new 25,000 square foot trauma informed campus.

**Parrott Creek gives employees a Wellness Day, which is a paid day off every pay period, scheduled with your supervisor.**

Parrott Creek has adopted the following values which form the ethos and the very core of how and why we do the work that we do.

#### **Unconditional Positive Regard**

Assuming positive intent and accept people are using the skills they have the best they can

#### **Mindfulness**

Being fully present and engaged in the moment

#### **Trauma Informed**

Offering a culture of healing and empowerment by creating a mindful environment of kindness and support with a regard for behaviors, attitudes and thought patterns formed by trauma

#### **Restorative Justice**

We focus on repairing relationships, asking each other to be accountable for the harm we cause

#### **Social Justice**

Working towards the equitable treatment of all people; recognizing dynamics of power, privilege and oppression

#### PRINCIPAL DUTIES:

1. Provide oversight for SUD documentation in the outpatient and residential programs.
2. Ensure the OAR's are being followed for the ASAM level of care provided.
3. Conduct weekly team meetings for the outpatient SUD program.
4. Manage and oversee team of SUD counselors and Peer Mentors who work both in Parrott Creek facilities and off-site/remotely in the community
5. Provide individual and group counseling for a small caseload of outpatient clients.
6. Participate in supervision with the Clinical Director and Director of Programs.
7. Provide supervision for staff working towards obtaining and maintaining their CADC.
8. Oversee treatment plans for clients and monitor progress on their goals.
9. Follow and support Parrott Creek Policies and Procedures.
10. Work cooperatively and harmoniously with clients, coworkers, and outside agencies.
11. Participate in outreach for the program and the agency with outside agencies and community partners.
12. Attend mandatory staff meetings and training.
13. Maintain appointments on Google calendar.

#### REQUIREMENTS, SKILLS & ABILITIES:

- Willingness to embrace, adhere to and implement Parrott Creek's values in all aspects of work.
- Current knowledge of substance misuse treatment
- Knowledge and ability to apply principles of trauma informed care
- Strong self-regulating skills, empathic and strength based
- Capability and willingness to work both independently and collaboratively as part of a team
- Ability to meet paperwork timelines for billing purposes and contractual obligations
- Ability to communicate effectively both verbally and in writing
- Experience working with/in BIPOC communities
- Understanding of diverse lifestyles and cultures
- Training or experience with Restorative Justice programs and practices
- Ability to pass a ODHS background and fingerprint check
- Must have a valid Oregon drivers license, safe driving record and be insured

#### EDUCATION, EXPERIENCE & TRAINING:

- Applicant must have at least a CADC II
- Master's degree with major study in social work, psychology or a closely allied field and 2 years experience in the social work setting preferred or 5 years experience working in the addictions field
- First Aid and CPR Certification mandatory upon hire
- Uplift for being bi-lingual - to be determined upon hire



BENEFITS:

- Medical plan coverage with option to buy-up coverage with lower deductible
- \$25,000 Life Insurance and AD&D coverage
- Wellness Day - one paid day off every pay period
- Generous PTO plan - 4.6 weeks first two years and increases from there
- Retirement Plan with Agency match after two years
- Twelve paid holidays per year
- Career development opportunities

WORK ENVIRONMENT:

Duties and performed in an office, residential and community settings.

Must be able to lift 35 pounds

This position is salaried and Exempt

HOW TO APPLY: Please send cover letter and resume to: [dbenjamin@pcreek.org](mailto:dbenjamin@pcreek.org)