

**VOLUNTEERS OF AMERICA ALASKA
DIRECTOR OF RESIDENTIAL SERVICES-ARCH
POSITION DESCRIPTION**

Position Title: Director of Residential Services

Reports To: Vice President of Treatment Services

Direct Report(s): Chemical Dependency Counselors, Mental Health Clinicians, Assistant Director of Residential Services, Interns as assigned

Objective

The Director of Residential Services supports the overall program performance and provides leadership and effective direction to program staff while overseeing the overall operation of the facility. Expectations regarding the quantity of work are outlined in essential functions, duties and responsibilities.

Essential Functions, Duties & Responsibilities

Program and Quality Assurance

Coordinates the overall operation of program with VP of Treatment Services. Assists in the development of the program, program goals, and reviews program performance. Implements and maintains Division of Behavioral Health, CARF, Medicaid, and the Division of Public Health standards and regulations. Is an active member of the quality assurance committee, Coordinates clinical programming with the agency psychologist and Vice President of Treatment Services. Monitors and implements milieu therapies and assists in developing staff schedules. Assumes on-call for clinical emergencies on a rotating basis. Backs up Program Coordinator with facility emergencies.

Training

Develops and implements a training plan for supervised staff. Provides in-service training as scheduled. Provides a thorough orientation and continued training for new clinical staff. Works with clinical staff to coordinate and achieve chemical dependency certification and/or licensure credentialing.

Supervision

Responsible for orientation, training, and supervision of clinical and other assigned staff. Provides feedback to supervisees, both verbally and through written performance evaluations. Identifies areas for continued growth and develops skill development activities and training plans to meet these needs. Maintains and implements agency policy and procedures.

Clinical

Demonstrates and models advanced clinical skills in the areas of groups, individual counseling, crisis management and case management. Participates in the placement committee and coordinates intakes closely with the Assistant Director. Coordinates clinical services with the Consulting Psychologist and the VP of Treatment Services. Responsible for and monitors the clinical relevance and quality of

interventions, treatment planning, groups and other therapeutic activities. Reviews client reports, treatment plan and treatment plan reviews to ensure their timeliness and accuracy.

External Relations

Assists in the development and maintenance of the effective relationships with referents and allied agencies. Participates in local networks as assigned. Takes advantage of and develops opportunities to increase agency profile. Participates in public relations activities as assigned.

Other Duties

Assures the maintenance of client confidentiality and the safeguarding of client information as per Regulations. Performs other duties as assigned or indicated. Expected to complete all assigned duties in accordance with timelines established by immediate supervisor.

Knowledge, Skills and Abilities

- Master's degree in counseling or related field preferred; relevant clinical licensure *preferred*.
- Bachelor's degree in a counseling related field required.
- Four years of experience, with one year in substance abuse field working with adolescents and families and one year as supervisory experience
- Ability to make sound decisions based on information available.
- Excellent writing and communication skills
- Ability to work flexible hours (including days, evenings and some weekend hours.) Ability to travel if required (must have own transportation.)

Working Conditions

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in office areas. Interacts with staff, consultants, and outside vendors. May be subjected to interruptions throughout the workday.
- While performing the duties of this job the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to lift up to 25 pounds. The vision requirement includes close vision.

Acknowledgement

Every effort has been made to identify the essential functions of this position. However, this job description in no way states or implies that these are the only duties you may be required to perform. The omission of specific descriptions of duties does not exclude them

from the position if the work is similar, related or can be considered essential to this position.

I have read and understand this job description and fully understand the requirements set forth herein. I accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at-will; that my employment may be terminated at-will by Volunteers of America Alaska or myself, with or without notice for any reason not expressly prohibited by law.

Printed Name of Employee

Signature of Employee

Date: _____