Position: Program Supervisor-AODA Residential Treatment Program

Company: Tellurian, Inc.

Job Location(s): Madison, WI

Start Date: Immediate

Employment Term: Regular

Employment Type: Full Time

Hours per Week: 40

Work Hours (i.e. shift): Days

Starting Salary Range: Not Provided

Required Education: Bachelor's Degree

Required Experience: 3 to 7 years

Required Security Clearance: None

Related Categories: Healthcare - Behavioral Health, Non-Profit/Associations

Position Description

Tellurian UCAN is seeking a person to serve as Program Supervisor for the Residential Mental Health and Substance Abuse Disorder Treatment Program.

Position Overview:

This position is responsible for the daily functioning of the program, assuring that all services are provided by the program are rendered in compliance with all applicable state licensing and regulation requirements, and contract terms with counties and third party payers. The Program Supervisor reports directly to the Director- AODA Services, and is responsible for maintaining the program. This position is also responsible for monitoring program outcomes consistent with agency policies and guidelines, State and Federal Standards, and professional work standards by implementing best practices relating to the residential services. The Supervisor will directly supervise all staff, including the Clinical Supervisor, Clinicians, Nursing personnel and Program Assistant staff.

Essential Functions:

- Direct the program consistent with established administrative procedures, agency policies, state standards, professional standards and best practices set by the board of directors and senior management.

- Establish and maintain effective communication and relationships with other agencies and organizations in the community in order to ensure the program is meeting community and participant needs.

- Administer fiscal operations, including authorizing expenditures, and coordinating financial reporting for the program.

- In conjunction with Human Resources; plan, implement and administer personnel recruitment, administration, training and coordination of all staff.
• Direct, supervise, and evaluate all work activities of the clinical supervisor, clinical staff, medical personnel, and program assistant staff to ensure quality of service delivery, best practices, and professional licensing requirements.
• Collaborate with the Clinical Supervisor to implement therapeutic interventions, evidence-based practices, customer service and client-centered program policies.
• Oversee utilization care management with third party billing.
• Assist with billing procedures and claims, and work collaboratively with the billing team.
• Maintain computerized record management systems to store and process data for billing and reporting purposes.
• Develop and implement organizational policies and procedures for the program.
• Establish objectives and evaluate operational criteria for the program.
• Assure that all safety, security, licensing and documentation standards are in place and maintained consistent with applicable government regulations.
• Inspect the facility and recommend building or equipment modifications to ensure emergency readiness and compliance to access, safety, sanitation and licensing regulations.
• Conduct outreach to community groups to provide preventative education and training on substance use disorders, mental health and special populations.
• Maintain communication with administrative staff.

Requirements:

• Bachelor’s Degree in Human Services field required, Master's Degree in the human services field preferred
• 3-7 years of professionally related experience
• Licensed Professional Counselor or a Licensed Clinical Social Worker certification
• Knowledge of the American Society of Addiction Medicine Patient Placement Criteria
• Licensed Substance Abuse Counselor is preferred
• Knowledgeable and operate in compliance with Wisconsin State Standards, including DHS 83 and DHS 75
• Competent in MS Office programs and able to supervise computer entry of billing and reporting information

Tellurian UCAN is an equal opportunity employer who fully and actively supports equal access for all people regardless of race, color, religion, gender, age, national origin, veteran status, disability, genetic information or testing, family and medical leave and sexual orientation. We prohibit retaliation against individuals who bring forth any complaint orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination.