



COLORADO RIVER INDIAN TRIBES

Human Resources

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Parker, Arizona 85344

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VACANCY ANNOUNCEMENT

March 11, 2019

#60-19

Department: Department of Health & Social Services/ASAP Program
Position: ASAP Manager - Exempt
Reports To: DHSS Executive Director
Salary: \$72,800.00 annual salary
Closing Date: April 10, 2019 @ 5:00PM

Job Summary:

The ASAP (Alcohol and Substance Abuse Program) / Residential Treatment Center Manager acts as the manager/coordinator of operations and program delivery for the ASAP Residential Center and the ASAP program. The ASAP/Residential Treatment Center Manager will report to the BHS Clinical Director. This position also acts as a representative and advocate in matters directly related to service deliver; contract negotiation; staffing; committee liaison with governing bodies attached to licensing and regulatory oversights; educational programs; medical and social service counterparts; and other bodies deemed to be in the best interest for the provision of education, welfare, spiritual and cultural needs of the ASAP and ASAP Residential Programs. The ASAP/RTC Program Manager promotes the highest standards of care for the clients in the Residential Center and the ASAP Program as defined by all state and tribal regulatory standards.

Duties & Functions:

(The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive)

1. Direct and manage the operations of ASAP and the ASAP Residential Treatment Center Programs.
2. Under the direction of the BHS Clinical Director and the Executive Director of DHSS, develop and implement all policy and procedural systems for the ASAP and ASAP Residential Treatment Programs.
3. Hire professional staff.
4. Direct and supervise staff.
5. Be responsible for developing staff training programs and continuing education.



6. Provide direct oversight for program spending and budgeting and maintain fiscal responsibility and integrity of all line items.
7. Develop community activities that promote cultural awareness and project a positive image of the program.
8. Be responsible for the actual delivery of service directed towards each client.
9. Liaise with internal and external committees designed to maintain continuity and consistency with program delivery.
10. Liaise with all relevant community resources such as but not limited to children's services, juvenile justice programs, parenting classes; out-patient substance abuse and mental health programs; school programs; education; crisis intervention community programs; and medical services.
11. Ensure all data and records are collected and maintained subject to system criteria.
12. The ASAP/Residential Treatment Center Program Manager is required to establish on-call procedures for the facility that will require minimal response time, as well as the direct response by the manager to all critical incidents.
13. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.
14. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:

1. Must have a proven ability to coach and mentor staff in a positive and rewarding style.
2. Must have extensive knowledge working with Native American communities and their tribal councils.
3. Must understand finances as they relate to the total program and be prepared to present them to those responsible for the program. Must be always mindful to the bottom line yet at the same time provide quality services.
4. Must be able to interact positively with community leaders in promoting the program and act as the advocate for positive change.
5. Sensitive to the needs of at risk clients.

Education & Experience Requirements:

1. **EDUCATION:** Master's degree in Substance Abuse Treatment, Chemical Dependency, Behavioral Health, or a related field from a regionally accredited institution preferred. Bachelor's degree in Substance Abuse Treatment, Chemical Dependency, Behavioral Health, or a related field from a regionally accredited institution required specialized training, practicum, and experience leading to licensure as a Licensed Independent Substance Abuse Counselor in the State of Arizona or equivalent licensure in another state or jurisdiction with immediate eligibility for Arizona licensure required.
2. **EXPERIENCE:** Must have substantial experience working in a supervisory position at a substance abuse residential treatment facility or service delivery center or in a sizable outpatient program. Minimum five years of experience in the delivery of substance abuse treatment in a licensed facility. Demonstrated experience working with Native American people.
3. Licensure as a Licensed Independent Substance Abuse Counselor (LISAC) in the State of Arizona or equivalent licensure in another state or jurisdiction with immediate eligibility for Arizona licensure required.
4. Must possess a current valid driver's license throughout employment.



Physical Requirement:

1. Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.
2. Maintain confidentiality in accordance with the Federal Health Insurance Portability and Accountability Act (HIPAA).
3. Must successfully complete a drug screening test prior to appointment.
4. Physically able to perform duties assigned.
5. Occasionally work extended shifts as assigned, some weekends.

Tribal and Indian Preference:

The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.

OTHER:

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.



For Employment Application visit: <http://crit-nsn.gov>

**Submit completed application to: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344**

APPLY:

COLORADO RIVER PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

