



JOB DESCRIPTION

Title: Team Supervisor
Classification: Full Time/Exempt
Reports To: Program Manager

Overview

POWER's mission is to help women reclaim their lives from the disease of addiction to alcohol and other drugs, and to reduce the incidence of addiction in future generations. We are an agency committed to providing quality gender-responsive, trauma-informed treatment and recovery supportive services to women with substance use and co-occurring disorders. POWER's mission is to help women reclaim their lives from the disease of addiction to alcohol and other drugs and to help reduce the incidence of addiction in future generations.

The Team Supervisor provides the supervision and leadership for the staff of the POWER Connection program. POWER Connection provides critical assessment, referral and mentoring services to participants in the program.

Essential Duties and Responsibilities

- Provide supervision and the leadership for the Addiction Counselors, Mentor Trainers and Mentors assigned to the various offices for the POWER Connection program.
- Act as the liaison between POWER, the Office of Children, Youth and Families and any other external referral sources.
- Receive and review initial referrals for the program and make the determination if the referral is an appropriate candidate using the admission criteria.
- Assign new referrals to each of the Addiction Counselors, Mentor Trainers and Mentors as appropriate.
- Facilitate team meetings that can include case consultations, service planning and discharge planning.
- Oversee and ensure quality assurance by monitoring completion and the quality of assessments, referrals, coordination of services and discharge planning for clients.
- Review and ensure all record-keeping requirements are met by the staff and facilitate the delivery of required statistical information to the Data Entry Clerk and any assigned reports to the Program Manager.
- Facilitate training and consultation to the POWER Connection's staff and work with the Program Manager to plan training and consultation to CYF and Magee-Womens Hospital if requested.
- Establish and maintain positive public relations with referral sources and the health and human service community by serving as an ambassador of the POWER organization and assisting in any marketing opportunities through various outreach activities.
- Maintain compliance with the Office of Drug and Alcohol programs licensing regulations and contract requirements including the confidentiality of drug and alcohol clients.

- Make recommendations to the Policy and Procedure Manual to the Program Manager as necessary.
- Provide utilization review of all cases to the program.
- Assist in the recruitment, interviewing, training, and regular performance reviews of new staff.
- Participate in assigned meetings, staff development and trainings.

Requirements

- Master's degree in Social Work, Counseling or a related field plus 2 year's clinical experience in an alcohol or other drugs (AOD) and mental health setting. Two years in a supervisory capacity; or a
- Bachelor's degree in Social Work, Counseling or a related field with 4 or more years in an AOD and mental health setting along with 2 years in a supervisory capacity. CAC certification is preferred; or an
- Associate's degree with CAC certification and 5 years AOD experience or a combination of the two with 3 years supervision experience.
- Valid driver's license, use of a reliable vehicle to transport clients and documentation of required vehicle insurance.
- Proficient computer skills.
- Strong verbal and written communication skills.
- Excellent organizational skills.
- Self-directed and flexible to meet the needs of administration and management, and ability to manage multiple tasks.
- Understand and support a trauma informed system of care.
- Model and support clients and staff in health and wellness activities and with using healthy coping skills.
- Support organization's mission with a sensitivity of cultural diversity and workplace harmony.
- Ability to secure Act 33 and 34 clearances.

Working Conditions

- Working in POWER's various offices.
- Ability to work the hours necessary to complete the work.

Disclaimer

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

- This job description reflects management’s assignment of essential functions; it does not restrict or prescribe the tasks that may be assigned.
- Critical features of this job have been described in the narrative. They may be subject to change at any time due to reasonable accommodation or other reasons.

POWER is an equal opportunity employer and provider

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

(Revised 08/15)