



Residential Program Manager

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JOB SUMMARY: Responsible for overall operation of a residential treatment facility for adults with substance use disorders. Provide oversight and leadership to ensure all aspects of the program meet the highest standards for ethics, compliance, and quality of care.

SUPERVISED BY: Residential Director

STATUS: This position is exempt, full time

ESSENTIAL FUNCTIONS:

- Oversee program operations, activities, and schedules for a 24/7, 365 treatment program.
- Lead a team of individuals with diverse strengths, backgrounds, and cultures.
- Provide clinical supervision to CADAC, CADAC-R, Peer Support Specialist, QMHA, and Direct Care staff.
- Provide direction and guidance to ensure individualized, evidence and research-based service delivery.
- Maintain a safe and healthy, healing environment for staff and clients.
- Demonstrate and facilitate consistency and reliability.
- Problem-solve and adapt to changing variables, remaining calm and able to lead effectively during stressful events.
- Demonstrate and ensure a high level of professionalism in boundaries
- Participate in and facilitate interdisciplinary clinical staffing.
- Facilitate clinical trainings.
- Work with other agency departments including Billing, QA, and Administration.
- Fulfill all internal and external reporting requirements and other administrative tasks.
- Communicate professionally and effectively both verbally and in writing with internal and external partners.
- Participate in rotation of clinical after hours on call for residential programs.
- Support individuals through the continuum of care with care coordination and case management.
- Establish collaborative relationships with community partners, including Criminal Justice and Child Welfare.

- Provide excellent customer service to clients and prospective clients, families, community partners and contractors.
- Ensure compliance with Oregon Administrative Rules, CARF, agency policies and procedures, documentation and professional best practice standards of care.

JOB REQUIREMENTS

Experience and Skills Requirements:

- Philosophical alignment with the agency’s values of person-centered, individualized treatment and care
- Experience in behavioral health services with increasing responsibilities
- Experience working in congregate living facilities or hospitals
- Supervisory experience
- Excellent organizational skills
- Adept written and interpersonal communication skills
- Ability to work independently
- Excellent collaboration, teamwork, and critical thinking skills

Education/Licensure/Certification requirement:

- CADC II credential required, CADC III preferred
- QMHP credential preferred
- LPC licensure, or obtainable within 2 years of hire, preferred

Work environment: This job is primarily sedentary work and located in a standard office environment. Visual acuity is required for review of client charts, spreadsheets, and viewing of computer monitor. Frequent local/area travel to job and group sites is necessary.

References: 3 professional references required to verify experience

Not Comprehensive List: *This is not intended to be a comprehensive list of all duties and responsibilities and is representative of the scope of the work. The duties and responsibilities listed in this job description may be subject to change at any time due to reasonable accommodation or other reasons.*

Upon signing this form, you agree with all responsibilities listed above and acknowledge receipt of the job description and acknowledge that you can perform all the essential functions of the position, with or without reasonable accommodation.

Print Name

Date

Signature