

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-128 **Issue Date:** 06-24-16 **Closing Date:** 07-15-16

Program Manager
YN Comprehensive Community Alcoholism Program
Department of Human Services
Hourly Wage: \$20.49/Regular/Full-Time

Administers and manages the Yakama Nation Comprehensive Community Alcoholism Program. Promotes and provides community education, awareness, prevention, intervention and treatment. Administers the program in an effort to eliminate alcoholism/chemical dependency affecting Yakama Nation Tribal members and other Native Americans residing within the service area of the Yakama Nation. Researches, plans, organizes, implements, monitors and evaluates the services provided to all age levels within the Yakama Communities. Ensures quality and timely services are provided by qualified professionals who are culturally sensitive. Reviews grants and contracts submitted for funding. Develops resources and services for target population through communication, coordination, and collaboration with other tribal programs, public and private schools, federal and state governmental entities and public and private community entities.

Knowledge, Skills and Abilities:

- Knowledge of the Yakama Nation Tribal Organization and Yakama people.
- Knowledge of management principles and practices.
- Knowledge of literature trends, research and development in the alcohol and substance abuse field.
- Knowledge of program mission, goals, and objectives.
- Knowledge of Washington Administrative Codes, Revised Codes of Washington and State Alcohol Program Certification requirements.
- Knowledge of Washington State Department of Health Chemical Dependency Professional and Registered Counseling requirements.
- Knowledge of PL-93-638 and PL-99-570 contracts, compliances, and audit requirements.
- Knowledge of Medicaid Title XIX reimbursements as it applies to substance abuse treatment.
- Knowledge of Washington State Target Patient Reporting System.
- Knowledge of the Washington State Administrative Policy 7.01 prevention block grant requirements.
- Knowledge of health services management and models of management.
- Knowledge and skill in using a computer and various software.
- Skill in problem solving, negotiation and multi-tasking.
- Skill in oral communication and writing.
- Ability to submit reports timely to appropriate tribal/state or federal agencies.
- Ability to develop and prepare a contract or grant application.
- Ability to work as a team member.
- Ability to maintain standards of professionalism in terms of confidentiality and work ethic as it applies to HIPAA and 42 C.F.R. requirements.

General Recruiting Indicators:

- B.A. degree in field relative to substance abuse, treatment and counseling
- Extensive experience in the field of chemical dependency may be substituted in lieu of a B.A. degree. Consideration will be extended to an individual who has extensive experience as a credentialed Chemical Dependency Professional who meets or exceeds the requirements of WAC 246-811-101 approved CDP supervisor.
- Must have two years of successful demonstrated management experience.
- Must pass the Washington State Patrol Criminal Background check.
- Must have a current physical/medical examination including a TB skin test.
- Must have a valid Washington State Driver License and ability to obtain a Yakama Tribal Driving Permit. Must not have any DUI infractions within the past 5 years. Must have liability insurance.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- An approved supervisor is a certified Chemical Dependency Professional or a person who meets or exceeds the requirements of a certified Chemical Dependency Professional in the State of Washington, and who would be eligible to take the examination required for certification; and an approved supervisor has at least 4000 hours of experience in a state approved Chemical Dependency Agency. The 4000 hours are in addition to the supervised experience hours required to be eligible to become a Chemical Dependency Professional. Twenty-eight clock hours of recognized supervisory training may be substituted for 1000 hours of experience; and An approved supervisor is not a blood or legal relative, significant other, or cohabitant of the supervisee, or someone who has acted as the person's serviced primary counselor. [Statutory Authority: RCW 18.205.060(1).99-13-084§ 246-811-049, filed 06/14/99, effective 07/15/99.].
- Yakama enrolled preference.