



Restoration Counseling & Community Services, LLC

Clinical Training and Development Manager

FLSA Classification: Exempt, Salaried

Position Type: Full time days with occasional evening and weekends.

Reports to: Clinical Treatment Director

Travel: Minimal (between locations in the metro area)

Manages Others: None

POSITION PURPOSE:

The roles of RCCS are to restore clients to sober and active members of the community, and to provide prevention services to community members who are at risk of falling to substance abuse and criminal lifestyle. In conjunction with the Treatment Director and Human Resources, this position is responsible for the development and implementation of training that ensure clinical staff receive comprehensive onboarding and ongoing skill development. This position will be responsible for assisting the Treatment Director with enforcing DHS 245G documentation and clinical workflow compliance.

REQUIRED QUALIFICATIONS:

- Licensed Mental Health Professional under the Minnesota Statute Chapters 245.462 Subdivision 18.
- Licensed Alcohol and Drug Counselor under the following Minnesota Statute, Chapter 148F.
- A Master's Degree in a behavioral science field from an accredited college.
- Five (5) years' experience providing individual/family counseling and group facilitation.
- Two (2) years of experience managing and developing programs to support an organization's direction, as well as creating and managing long term goals.
- Two (2) years of experience directing, organizing and managing staff in large settings.
- Minnesota Behavioral Health and Therapy Board Approved LADC Supervisor.
- Knowledge of, understands and complies with rules adopted under Minnesota Statutes, Chapter 148F and Chapters 245.462 Subdivision 17 3 and 4 or subdivision 18.
- Meets requirements and knows and understands the implications of the following additional Minnesota statutes:
 - Chapter 245G ((Substance Abuse Treatment)
 - Chapter 245A (Human Services Licensing Act – HSLA)
 - Section 626.556 (Maltreatment of Minors Act – MOMA)
 - Section 626.557 (Vulnerable Adults Act – VAA)

- Section 626.5572 (VAA Definitions)
- Knowledge of and understands client rights and staff responsibilities
- Knowledge of and understands CFR-42 as it relates to the obtaining of a Release of Information
- Understand the philosophy of addiction and recovery, as well as chemical abuse and dependency and criminal thinking
- Documented two years of freedom from chemical use problems
- Excellent reading and writing skills
- Excellent clinical writing skills
- Effective interpersonal communication skill
- Ability to work independently, identify problems and solutions
- Ability to work as a team, give and receive positive feedback and constructive criticism
- A personal philosophy that is respectful of others, appreciative of differences, and client-centered
- Integrity, honesty and commitment to quality
- Must be 21 years of age or older
- Valid driver's license and a reliable vehicle
- Pass Minnesota Department of Human Services Background Study

PREFERRED QUALIFICATIONS:

- 1-2 years of management experience
- 2-3 years of previous counseling experience with criminogenic behaviors.
- Demonstrates expertise in psychological testing (personality, affective and cognitive functioning). Able to administer/score tests and write informative reports to aide in treatment/goal setting.
- Masters in Addiction Counseling
- Collaborative
- Solution orientated
- Comfortable with ambiguity and fast-paced environment
- Excellent communication skills
- Excellent interpersonal skills
- Strong code of ethics
- Lead by example
- Positive attitude
- Open to professional development
- Diversity and inclusion oriented
- Attention to detail
- Able to type 50 words per minute

JOB RESPONSIBILITIES:

- Facilitate focused trainings for counselors based on the RCCS model and the 12 Core Functions. These trainings will include areas pertinent to the clinical treatment provided to RCCS clients.
- In conjunction with program supervisors, create and implement an initial training plan to support counselor growth in core competency areas.

- In conjunction with the Clinical Treatment Director and with approval of the Chief Operating Officer, schedule training experts as needed to promote counselor excellence in subject areas pertinent to the treatment provided to RCCS clients.
- Assess counselor performance through methods such as attending group, sitting in on clinical treatment review meetings, reading documentation, and feedback from the counselor and supervisor.
- Develop and provide a report to each supervisor about each counselor's adherence to their training plan, including trainee's strengths and areas of additional training needs. The report may be based on direct observation, indirect information, and general review.
- Participate in committee work and other appropriate tasks as requested by the Treatment Director
- Meet with the Treatment Director and Clinical Management Team at least weekly to coordinate organizational initiatives, programmatic goals, and maintaining of streamlined organizational procedures, documentation, standards and requirements
- Participate in continuous improvement-based action planning for site specific goals and overall organizational initiatives
- Responsible for assuring client confidentiality among assigned clinical counseling staff
- Develops effective working relationships with individuals receiving services as well as their families as needed while maintaining professional boundaries.
- Function as an appropriate role model to the RCCS staff and clients
- Complete all required written documentation according to program policy/regulation. This includes at a minimum weekly progress reports, clinical reviews and ITP updates as needed.
- Participate in committee work and other appropriate tasks as requested by the Director
- Participate in annual training as required by 245G.
- Facilitate staff training per Chapters 245G, and Treatment Director guidelines
- Perform other duties as assigned including assisting at other RCCS locations.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the Clinical Training and Development Manager. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

While performing the duties of the Clinical Training and Development Manager, the employee is frequently required to stand, walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this position include close vision, distance vision, and ability to adjust and focus. An employee in this position may need to lift at least 10 pounds, exert him/herself while performing physical restraints and blocks.

ACKNOWLEDGEMENT:

This position description is not meant to be all-inclusive. It defines the critical job responsibilities and requirements only, which are subject to change at any time due to reasonable accommodations or for other reasons.

I, the undersigned, have read the contents of the position description and understand that I am accountable for all the duties and responsibilities outlined herein.

Employee's Name: _____ Date: _____

Employee's Signature _____ Date: _____