

Huntington Drug and Alcohol Project
Job Announcement
P/T Clinical Supervisor

Professional Requirements:

- Individual must be licensed by the state of New York at the highest level, either LCSW-R or Ph.D. in order to sign claims forms for insurance reimbursement.
- Individual should have Student Intern Field Instructor Certification. Clinician should have a minimum of 5 years supervisory experience, and a minimum of 6 years of Psychotherapy experience and a minimum of 3 years in the substance abuse field.
- Clinical Supervisor should be willing and able to work as a team member.

Critical Skills:

- Provide individual clinical supervision of counselors' treatment efforts, and train counseling staff in practice and theoretical areas when needed.
- Group supervision and case conference for counseling staff.
- Maintain supervision notes for group and individual supervision.
- Assist billing staff in maintaining accurate billing records, approve billing and sign off on private insurance claims for agency.
- Work with Celerity (electronic record keeping) program development to correct and resolve problems with the program.
- Oversee data entered by staff in the electronic chart.
- Sign off (approve) all psychosocials, screening forms for non QHP's, treatment plans, treatment plan reviews, updates and discharge summary and plans.
- Strong background in psychotherapy and substance abuse treatment: Expertise in diagnostic assessment and a working knowledge of the Diagnostic Statistical Manual. Having the ability to teach clinical material.
- Have a working knowledge of OASAS license and program requirements of an 822 program.

Hours: 15 hours per week, evenings preferred. Monday thru Friday, negotiable. Some evenings required.

Salary: \$30-\$35 per hour.

Deadline: Friday, May 16th 2014 @ 5 p.m.

Please submit both a cover letter and a resume:

Mail to: Huntington Drug & Alcohol Project
 423 Park Avenue, 3rd Floor
 Huntington, NY 11743

Fax to: 631-271-5497

Email to: drugalcohol@optimum.net