



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** **Clinical Supervisor**  
**SUPERVISOR:** Gookomis Endaad Director  
**LOCATION:** Gookomis Endaad Substance Abuse Residential Treatment Facility  
**POST DATE:** June 16, 2023  
**CLOSING DATE:** Open until filled

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**General Description:** The Clinical Supervisor is responsible for managing an effective clinical service delivery team using applicable principles of Social Work and/or Counseling which include patient psychosocial assessment, group and individual psychotherapy, family intervention, patient/family education and treatment planning while also providing intake and care coordination at Gookomis Endaad Substance Abuse Residential Treatment Facility.

**Qualifications:** Bachelor's Degree in Social Work or related field or Wisconsin State Certification/Licensure for Clinical Substance Abuse Counselor or Substance Abuse Counselor license is required. Three (3) years of prior professional experience as a social worker is required. One (1) year of prior supervisory experience is required. Previous experience as a social worker in a residential treatment setting is preferred. Extensive knowledge and experience of Anishinaabeg communities' culture, ceremonial practices, and values are preferred. Must have either a Clinical Supervisor Certificate or an Independent Clinical Supervisor Certificate granted by DHA or a Masters in Licensed Clinical Social Work (LCSW) or Licensed Professional Counselor (LPC).

**Salary: Negotiable depending on qualifications.**

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians**  
**Exempt Position Description**

**A. TITLE OF POSITION:** Clinical Supervisor

**B. DEPARTMENT:** Gookomis Endaad Substance Abuse Treatment Facility

**C. SUPERVISOR'S TITLE:** Gookomis Endaad Director

**D. DESCRIPTION OF DUTIES:** This position will provide direct care and substance abuse counseling services as needed. The Clinical Supervisor will work with all patients who have a multitude of different problems ranging from chronically mentally ill, patients experiencing substance abuse disorders, and with patients who have co-occurring disorders. The position is responsible for the daily operations of residential programming, ensuring service delivery which corresponds to each resident's plan of care and treatment plan, and to ensure performance of program personnel in accordance with policies and procedures. Incumbent will be expected to work extended hours and irregular shifts and will be required to fill-in positions based on facility needs.

Clinical Manager Responsibilities

1. Receive referrals and conduct intake and screenings for all new or potential resident patients.
2. Provide care coordination case management utilizing the tribal wraparound model.
3. Develop plan of care for all patients that identify the patient's vision, address the underlying needs, and is patient centered, individualized, and strength based.
4. Facilitate Recovery Team meeting utilizing formal, informal, and community resources to allow for the patient to successfully reintegrate into the community.
5. Provide mental health counseling for patients in individual and group setting.
6. Intervene in crisis situations, making immediate assessments and referrals in emergency situations.
7. Provide supportive counseling or substance abuse counseling, using strength-based approach with resident patients through individual, family, couple, and group therapy as needed.
8. Provide weekly verbal reports to referral source and bi-weekly written reports on the current progress of patient.
9. Work as a team member with other internal and external providers in an integrated setting by collaborating with other providers and attending weekly staffing.
10. Maintain electronic health records of patients containing pertinent, accurate and current information in compliance with the Privacy Act, HIPAA, and established department rules, regulations and policies.
11. Prepare reports, correspondence, narratives, statistical and other documents as required by program guidelines and funding sources.
12. Assist in the development and the delivery of quality services and engaging activities that meet the patient's needs.
13. Support the day to day operations in compliance with regulatory requirements.

14. Plans, coordinates, and evaluates staff efforts to achieve program, organization, and patient outcomes.
15. Prepares incident reports for both internal and external agencies as needed.
16. Develops and implements activity schedules that address leisure time activities, community activities, and family and social events.
17. Ensure patients receive medical and dental initial check ups with five days of admission; and that patients receive follow up care to ensure proper physical and oral health.
18. Provide the supervision necessary to ensure that the residents receive proper care and treatment, that their health and safety are protected and promoted and that their rights are respected.
19. Ensure integration and incorporation of Anishinaabeg culture and values throughout daily programming and interaction with patients.
20. Hours vary and are based off of agency needs; with shifts on holidays, weekends, and evenings. Will be on a 24/7 “on call” system covering emergency situations.
21. Local travel is required, limited travel outside the state is also required.
22. Other job-related duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Daily face to face contact with resident patients and team members
2. **External:** The incumbent may represent the patient, family, or community, or Band at outside hearing, meeting, or public events. Must be able to represent the Band in a positive fashion.

**F. SUPERVISORY RESPONSIBILITIES:** AODA Counselors

**G. SUPERVISION RECEIVED:** Gookomis Endaad Director

**H. EDUCATION:** Bachelor's Degree in Social Work or related field or Wisconsin State Certification/Licensure for Clinical Substance Abuse Counselor or Substance Abuse Counselor license is required.

**I. EXPERIENCE:**

- Extensive knowledge and experience of Anishinaabeg communities’ culture, ceremonial practices, and values is required.
- Three (3) years of prior professional experience as a social worker is required.
- One (1) year of prior supervisory experience is required.
- Proficient understanding of DHS 75.
- Previous experience as a social worker in a residential treatment setting is preferred.

**J. SKILLS:**

1. Ability to manage time effectively, promote positive team culture, and to communicate effectively with team members, patients, and through the writing of reports/notes is required.
2. Ability to demonstrate efficiency with electronic health records, developing treatment plans and notes that satisfy funding requirements and basic computer skills are required.
3. Must be able to maintain a professional demeanor and poise in situations requiring tactful and appropriate use of authority.

- 4. Must be able to express information to individuals or groups effectively, taking into the account the audience and nature of the information.

**K. WORKING ENVIRONMENT:**

- 1. **Work Conditions:** Nature of work is such those incumbent experiences regular periods of moderate to high stress levels. Primary sources of stress deal with patient issues, residential setting, and workload.
- 2. **Exposure to Hazards:** Moderate threat of personal danger or risk.
- 3. **Physical Requirements:** Work is primarily indoors in a controlled climate area, but may require outside activities. Demonstrate screening and physical examination in the past 3 months or complete screening and physical examination requirements within 90 days of employment.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Clinical Supervisor to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

**M. OTHER:** Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. A completed caregiver background check following procedures under s.50.065, Staats., and Ch. DHS 12. Current driver’s license, reliable personal transportation, proof of current insurance coverage, and insurability under the Band’s Auto Insurance Policy required. Employee must provide proof of immunity to measles, mumps, rubella, varicella, hepatitis B, Td/Tdap (tetanus/diphtheria/pertussis) at the time of employment and submit to a TB test. Employee must show proof of a full series (either one dose or two-dose) of COVID-19 immunization upon hire OR have an approved religious or medical exemption approved prior to start date. Must be CPR certified or complete necessary training within 6 months of employment. Flexibility to meet the needs of the band, agency, and patients. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**N. SIGNATURE:**

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| <b>Employee</b>                                  | <b>Date</b> | <b>Manager</b>                                       | <b>Date</b> |
| Previously signed<br><b>Tribal Administrator</b> | <b>Date</b> | Previously signed<br><b>Human Resources Director</b> | <b>Date</b> |