



Native American Rehabilitation Association

Over 250 employees providing culturally responsive services in nine locations
1776 S. W. Madison Street, Portland, OR | 503-224-1044

NARA's Hiring: Residential Care

Is your dream job to make a daily difference for people working hard to improve their quality of life while in recovery from substance use disorders? NARA is seeking five motivated individuals to join the NARA team: (1) Residential Evening Supervisor, (2) Residential Operations Supervisor, (3) Residential Treatment Manager, (4) Residential Assistant (for adult facility), (5) Residential Assistant (for youth facility). All positions are for the adult facility except as noted.

1. The **Residential Evening Supervisor** is responsible for overall program operations during evening shift. Position requires coordination with all disciplines, including health, mental health, child development, and residential assistants.
2. The **Residential Operations Supervisor** is responsible for overseeing administration functions. This is a hands-on position with a high level of project management and organization skills required.
3. The **Residential Treatment Manager** is responsible for daily operations of residential treatment facility, ensures treatment model that is family- and community-based and includes child and family development, mental health care, health care, and transition planning.

Please note: Tri-Met (the local public transportation company at <https://trimet.org/>) does not serve the adult facility. Check Columbia County (CC) Rider (<https://www.nworegontransit.org/agencies/columbia-county-rider/>) for availability. Since there is little, if any, public transportation to this facility, other reliable transportation is essential.

Empathy comes naturally to you. You want to help people who are working to transform their lives in a culturally relevant way. You are an inspiring coach, careful listener, and reliable team player. As Residential Assistant, you welcome new clients and help maintain a safe and supportive environment during their treatment for substance-use disorders. RAs are responsible for attending to all client-related needs during their scheduled work shift and completing all relevant documentation.

4. **RA for youth facility:** Qualifications include: understanding of 12-step philosophy and youth-treatment modalities; experience in substance use/abuse treatment with youth, a plus.
5. **RA for adult facility:** This position includes monitoring clients and their children. The adult facility is located 13 miles northwest of downtown Portland.

How to apply: Please send your cover letter, resume, salary requirements, and how you learned about this job opening to jobs@naranorthwest.org or fax 503-224-4494.

See full job description (below) plus information on compensation, background, and links to local Native community.

1. Residential Evening Supervisor

This person is responsible for overall program operations during evening shift. Position requires coordination with all disciplines, including health, mental health, child development, and residential assistants.

Essential Duties

- Provide clinical oversight during evening shift and assure follow-through with client-treatment plans during after-hours shifts, including all groups and activities.
- Act as primary liaison with Residential clinical staff.
- Maintain clinical evening schedule.
- Maintain client confidentiality in compliance with program guidelines and federal law.
- Act as clinical supervisor during shift.
- Coordinate and implement treatment schedule activities during shift including group facilitation and individual sessions, as needed.
- Complete clinical documentation in client records, as needed.
- Ensure quality of programs in accordance with all program guidelines and NARA policies.
- Attend staff meeting as assigned.
- Rotate on-call responsibility.
- Meet regularly with senior management team of Residential Treatment Center as needed.
- Complete Incident Reports and route to Residential Treatment and participate in incident reviews as needed.
- Maintain facility in clean, orderly fashion while on duty, maintain care of facility.
- Perform other duties as assigned in order to fulfill NARA's mission.

Qualifications

- Bachelor's degree in related field and minimum of two years in field of counseling or equivalent combination of education and experience
- Current Certified Alcohol and Drug Counselor (CADC) II
- Experience: (1) work in alcohol/drug residential program, (2) sobriety: minimum of two years sobriety/clean time if in recovery from chemical dependency, (2) work within Native American/Alaska Native community, a plus
- Understanding of 12-step philosophy

- Current certification for cardio-pulmonary resuscitation (CPR)
- Abilities: (1) maintain professional boundaries with clients, community, and staff members, (2) assume responsibility for overall program in absence of more senior management, (3) provide support and direction to staff, (4) triage issues and problems and mobilize staff to respond, (4) work effectively in residential environment with clients and their children, clinical staff, administrative staff, and facility staff, (5) Work to create team with assigned staff and with entire program staff, (3) lift 50 pounds, (3) work collaboratively with clients, NARA staff, team members and treat everyone with respect and dignity at all times, (3) pass pre-employment criminal background investigation, (4) pass check by Oregon Division of Driver and Motor Vehicles and (5) pass pre-employment, for-cause, random drug/alcohol tests
- Skills: (1) effective written and oral communication, (2) effective management of time and meeting deadlines, (3) counseling with excellence, (4) serving as positive role model for clients, their children, and staff members, (5) ensuring accurate records and necessary paperwork are maintained
- Reliable transportation (little, if any, public transportation to this location)

2. Residential Operations Supervisor

This person is responsible for overseeing administration functions. This person will collaborate, coordinate and communicate day-to-day functions and help integrate services at Residential while also integrating these services at other NARA locations. This is a hands-on position with a high level of project management and organization skills required. Some duties include office functions, organization and work flow, clinical admissions support, support staff supervision, records oversight, supplies management, facilities management, front desk and billing management, data coordination, and other duties at this Residential Addictions Treatment program. The Residential Operations Supervisor being a Certified Alcohol and Drug Counselor (CADC) I would also be available to provide assessments for new intakes as needed.

Essential Duties

- Assist in the planning and implementation for delivery of integrated treatment services in conjunction with Management Team.
 - Ensure that all services meet or exceed funding-source requirements, county, state, and federal regulations and standards of Joint Commission on Accreditation of Healthcare Organizations.
 - Work in collaboration with healthcare and medical-records staff as well as volunteers and interns in conjunction with Health Director.
 - Supervise and monitor performance of support staff and in conjunction with program manager.
 - Maintain compliance with NARA NW's Quality Assurance Plan and ensure that quality assurance and methodology are maintained in all elements of addictions-treatment and healthcare service delivery.
 - Collaborate with Quality Assurance Manager to oversee delivery and support-implementation of requests for data collection and analysis.
 - Maintain and adhere to NARA Policies and Procedures and other administrative policies and procedures according to state and federal regulations and NARA's standards of care.
 - Maintain fiscal responsibility over operational services and authorizes expenditures for facilities maintenance, client resources, operations maintenance, and other activities and expenses.
 - Facilitate and coordinate administrative staff meetings with Residential support staff.
 - Attend monthly meetings of Management and Professional Staff Organization and other agency meetings as directed by Addictions Program Director.
 - Help with coordination and submission of program-progress reports as required by funding source and assist in conjunction with Addictions Program Director with submission of grants and other proposals.
 - Participate in hires and discharges of administrative support staff.
 - Participate in on-call service coverage.
 - Perform other duties as assigned in order to fulfill NARA's mission.
- Knowledge and experience demonstrating competence in supervision, personnel management, employee performance assessment, data collection and reporting.
 - Proficiency in project management and intermediate Microsoft Office Suite (Access, Excel, OneNote, Outlook, PowerPoint, Publisher, Word)
 - Experience: (1) work in residential treatment facilities, (2) sobriety: minimum of two years sobriety/clean time if in recovery from chemical dependency, (3) work within Native American/Alaska Native community, a plus
 - Skills: (1) working well under pressure, (2) maintaining flexibility, (3) communicating effectively communication skills, (4) leading effectively, (5) exhibiting empathy while supporting staff and clients, (6) implementation of process-improvement while working as a change agent
 - Abilities: (1) conduct clinical assessments for new intakes, (2) lift up to 50 pounds, (3) maintain professional boundaries with clients, community, and staff members, (4) work collaboratively with clients, NARA staff, team members and treat everyone with respect and dignity at all times, (5) pass pre-employment criminal background investigation, (6) pass check by Oregon Division of Driver and Motor Vehicles and (6) pass pre-employment or for-cause drug tests

Qualifications

- Bachelor's degree in health-related field
- Certified Alcohol and Drug Counselor (CADC) I
- Three years of paid experience in field of behavioral health care with two years in paid managerial capacity

3. Residential Treatment Manager

This person provides clinical coordination and monitoring of standards of care for residential and outpatient treatment-service components of the Native American Rehabilitation Association of the Northwest, Inc. (NARA). This position is responsible for daily operations of residential treatment facility, ensures treatment model that is family- and community-based and includes child and family development, mental health care, health care, and transition planning. This position demonstrates effective leadership with strong communication skills providing strategic vision, passion, and commitment to recovery services while demonstrating a positive outlook. The Residential Treatment Manager has the ability to impact change while demonstrating humility and empathy for clients and staff.

Essential Duties

- Maintain on-going audits of all client files assuring that records are in accordance with state and federal regulations.
- Supervise, monitor, and manage performance of treatment staff and volunteers at Residential facility.
- Provide clinical direction and supervision, including development and review of substance-abuse treatment policies and procedures, approval of treatment schedules, coordination of staff in-service trainings, and ensure individual clinical supervision.
- Ensure staff is trained in counseling skills, documentation, treatment planning and other areas as assigned by Treatment Director.
- Co-facilitate with Clinical Supervisor coordination of staff meetings for treatment staff, and facilitate weekly Residential management team meetings.
- Identify any need for and implement program changes accordingly.
- Develop and maintain relationships with tribal nations in Oregon and throughout the country.
- Oversee implementation of all grants and contracts.
- Manage expenses of department to align with budget and goals.
- Ensure timely and accurate billing.
- Develop and implement comprehensive and integrated addiction services to achieve highest quality of services and best outcomes for clients and community.
- Ensure cultural appropriateness of services.
- Develop and maintain relationships with NARA Outpatient and NARA Totem Lodge for continuity of care.
- Assist with grant-writing and grant evaluations.
- Achieve highest standards of care through risk management, quality assurance, and adherence to compliance programs.
- Inform Treatment Director of any clinical issues and concerns.
- Review counselors' discharge and aftercare planning for clientele.
- Approve client admission and termination in conjunction with Clinical Supervisor, mental-health and medical staff.
- Complete regular performance evaluations on staff.
- Participate in on-call service coverage.
- Attend relevant meetings as assigned.
- Perform other duties as assigned in order to fulfill NARA's mission.

Qualifications

- Bachelor's degree in health-related field with five years' paid experience in behavior health/addictions treatment; master's degree and dually licensed/certified, preferred
- Certified Alcohol and Drug Counselor (CADC) II or III and minimum of five years' paid counseling or social service experience
- Effective communication both orally and in writing.
- Demonstration of leadership skills and judgment within generally defined practices and policies when selecting methods and techniques in problem-solving
- Current certification for cardio-pulmonary resuscitation (CPR)
- Experience: (1) minimum five years management experience, (2) sobriety: minimum of two years sobriety/clean time if in recovery from chemical dependency, (2) work within Native American/Alaska Native community, a plus
- Abilities: (1) present ideas, transmit information and convey concepts to individual or groups of people of varying educational, cultural, and experiential levels in an effective way, (2) maintain professional boundaries with clients, community, and staff members, (2) work collaboratively with clients, NARA staff, team members and treat everyone with respect and dignity at all times, (3) pass pre-employment criminal background investigation, (4) pass check by Oregon Division of Driver and Motor Vehicles and (5) pass pre-employment, for-cause, and random alcohol/drug tests

4. Residential Assistant (for adult facility)

The Residential Assistant is responsible for attending to all client-related needs during the scheduled work shift. This includes monitoring clients and children and completing all relevant documentation and making appropriate referrals.

Responsibilities

- Provide client support as required.
- Facilitate client-medication call, maintain all medication sheets, and document proper distribution of medications.
- Notify counselors of clients' progress and/or problems.
- Maintain client confidentiality in conformance with program guidelines and federal law.

- Keep daily log of pertinent events.
- Make appropriate referrals.
- Maintain facility in clean, orderly fashion while on duty.
- Do regular sweeps of facility, poison checks, client checks, and ground checks.
- Follow orientation procedures for all new admissions or re-admissions.
- Supervise clients' weekly cleaning duties.
- Attend staff meeting as assigned.
- Maintain client confidentiality in conformance with program guidelines and federal law.
- Perform all other duties as assigned to fulfill NARA's mission.

Qualifications

- Understanding of 12-step philosophy
- Ability to stand/walk for extended periods of time
- Reliable transportation (public transportation not available)
- Current driver's license
- Effective written and oral communication skills
- Current CPR certification
- Experience: (1) sobriety: minimum of two years sobriety/clean time if in recovery from chemical dependency, (2) work within Native American/Alaska Native community, a plus
- Abilities: (1) maintain professional boundaries with clients, community, and staff members, (2) work collaboratively with clients, NARA staff, team members and treat everyone with respect and dignity at all times, (3) pass pre-employment criminal background investigation, (4) pass check by Oregon Division of Driver and Motor Vehicles and (5) pass pre-employment or for-cause drug tests

5. Residential Assistant (for youth facility)

This person is responsible for attending to all youth-related needs during their scheduled work shift. This includes monitoring youth and completing all relevant documentation.

Essential Duties

- Provide support to youth as needed.
- Provide skill-building activities.
- Provide academic support to youth during their daily educational routine and assist with tutoring and homework.

- Complete all required documentation, including daily communication log and incident reports.
- Facilitate medication administration to youth as indicated; maintain medication administration records (MAR) and properly document distribution of all prescribed, over-the-counter, and as-needed medications.
- Maintain daily communication log and attend staff meetings, as needed.
- Follow Confidentiality of Patient Records for Substance Use Disorder (42-Code of Federal Regulations [CFR] Part 2), Health Information Protection and Portability Act (HIPAA), Oregon Administrative Rules (OAR), and all other privacy and confidentiality guidelines for youth receiving treatment services.
- Observe and supervise chores being completed by youth. Maintain facility in clean, orderly fashion while on duty. Report any safety or maintenance needs immediately.
- Complete regular safety checks for youth in milieu, on grounds, and external activities.
- Follow all policies and procedures for admissions, discharges, and visitation.
- Attend all trainings, meetings, and supervision as assigned and scheduled.
- Perform other duties as assigned to fulfill NARA's mission.

Qualifications

- Experience in substance use/abuse treatment with youth, a plus
- Understanding of 12-step philosophy and youth-treatment modalities
- Reliable transportation to and from work
- Current driver's license with good driving record
- Ability to drive passenger vehicle that may include 15-passenger van
- Excellent oral, non-verbal, and written communication skills
- Experience: (1) sobriety: minimum of two years sobriety/clean time if in recovery from chemical dependency, (2) work within Native American/Alaska Native community, a plus
- Abilities: (1) maintain professional boundaries with clients, community, and staff members, (2) work collaboratively with clients, NARA staff, team members and treat everyone with respect and dignity at all times, (3) pass pre-employment criminal background investigation, (4) pass check by

Oregon Division of Driver and Motor Vehicles and (5) pass pre-employment or for-cause drug tests

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Mission: NARA provides culturally appropriate education, physical- and mental- health services and treatment for substance use disorders to American Indians, Alaska Natives and others in need. Serving the Portland metropolitan area and vicinity, NARA operates a residential family-treatment center, an outpatient treatment center, a child and family services center, a primarily healthcare clinic, several adult and mental health locations, a wellness center, and transitional housing for Native women and children. With over 250 diverse employees, NARA is an Indian-owned, Indian-operated, non-profit organization and a Treatment Center certified by White Bison.

Sobriety: NARA requires sobriety of all its employees with minimum of two years sobriety/clean time for those in recovery. All potential hires are required to pass a pre-employment (post-offer) drug-screen and criminal-background check. Our agency is fully committed to supporting sobriety and – as such – all new hires must agree to model (1) non-drinking behavior, (2) no illicit-drug use and (3) no prescription-drug abuse.

Compensation: NARA offers employees a generous benefits-package that includes: (A) insurance: medical, dental, vision, prescription, life, accidental death and dismemberment, short- and long-term disability, (B) separate vacation and sick-day accruals increasing with years of service, (C) 12 holidays including your birthday, (D) flexible spending account, (E) employer-matched 401(k) program, and (F) employee assistance program. Benefits are pro-rated for employees who work an average of 20 or more hours per week.

Background: Equal-Opportunity and Affirmative-Action Employer | Veterans/People with Disabilities/ Race/ Ethnicity/ Gender/ Age/ any protected class: Within scope of Indian Preference, all candidates receive equal consideration. Preference in hiring is given to qualified Native Americans in accordance with Indian Preference (Title 25, US CODE, Sections 472 & 473).

We are mission-driven and spirit-led.
Check out our website: www.narathwest.org.

Background: Since NARA’s beginning in 1970, traditional Indian cultures have been an integral part of NARA’s services. This commitment has attracted individuals from over 255 tribes to NARA’s facilities! NARA’s Cultural Director trains and consults staff on cultural competence and provides cultural programming for all clients. NARA also integrates several White Bison curricula including The Medicine Wheel and 12 Steps, Mending Broken Hearts and Understanding the Purpose of Life.

Links to the Native Community

- Travel Portland | Native American Portland <https://www.travelportland.com/collection/native-american-portland/>
- Metro | “The Roots of Portland’s Native American Community” <https://www.oregonmetro.gov/news/roots-portlands-native-american-community>
- "The Native American Community in Multnomah County" [where Portland is located] <https://www.portlandoregon.gov/oni/article/505489>
- Multnomah County Library | “Oregon Native American Tribes” <https://multcolib.org/blog/20160819/oregon-native-americanindian-tribes>
- Portland Indian Leaders Roundtable [See Facebook page for current events.] <http://www.portlandindianleadersroundtable.org/contributing-organizations.php>
- Portland Public Schools | Indian [and Native Hawaiian] Education Program <https://www.pps.net/indian-education>

Links to Portland – The Rose City

Ninth Largest Native Community in the U.S.

- City of Portland www.portlandoregon.gov
- Travel Portland www.travelportland.com
- Greater Portland www.greaterportlandinc.com