



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: Supervisor of Operations for Adult Mental-Health

The Supervisor of Operations for Adult Mental-Health is responsible for overseeing program organization and work-flow, support-staff supervision, records-oversight, supplies-management, billing-management, and other duties across NARA sites where adult mental-health therapists and psychiatric staff work. The Supervisor of Operations for Adult Mental-Health works cooperatively with other program departments in behavioral health services, medical services, and mental-health services for children and families. These collaborative efforts are to foster integrated care, reduce duplication of effort, and promote efficient program-operations.

To apply, send 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 sobriety requirement, NARA's mission, equal-opportunity employment, background on NARA, and links to local Native community and beyond.

Essential Duties

- Assist in planning and implement of 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 set by Joint Commission on Accreditation of Healthcare Organizations.
- Monitor performance and productivity of staff for adult mental-health and psychiatric services as well as volunteers and interns in conjunction with Health Director and Medical Director.
- Supervise and monitor performance of support-staff in conjunction with Adult Mental-Health Director and clinical supervisors in Adult Mental-Health.
- Track billing submissions from clinical staff to assure timely billing for services and coordinate efforts with billing departments.
- Maintain compliance with NARA NW's Quality Assurance Plan and ensure that quality-assurance and methodology are maintained in all elements of healthcare service-delivery.
- Collaborate with Quality Assurance to support implementation of requests for data collection and analysis.
- Engage in data analysis tasks, as needed:
 - Summarize and calculate trending data.
 - Create data dashboards.
 - Translate data into meaningful documents.
- Maintain records of data to report to funding sources regarding use of services.
- Create and submit reports that fall outside purview of Quality Assurance.
- Maintain and adhere to NARA Policies and Procedures and other administrative policies and procedures according to state and federal regulations and standards of care.
- Maintain fiscal responsibility over operational services and authorize expenditures for client resources, operations maintenance, and other activities and expenses.
- Attend monthly meetings of Management and Professional Staff Organization and other agency meetings as directed by Program Director of Adult Mental-Health.
- Help with coordination and submission of program progress-reports as required by funding source and – in conjunction with Program Director of Adult Mental-Health and other project managers – assist in submission of grants and other proposals.
- Participate in assigned tasks related to hiring and discharging administrative support-staff.
- Travel to and between NARA's various clinical sites and administration to address unique needs of integrated mental-health staff.

- Perform other duties as assigned to fulfill NARA's mission.

Qualifications

- Bachelor's degree (preferred) in health-related field and three years of paid experience in field of behavioral health care
- Two years in paid, supervisory position, desirable
- Knowledge and experience demonstrating competence in planning and budgeting, fiscal management, supervision, personnel management, employee performance-assessment, and collection and reporting of data
- 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

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.

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.

Benefits: 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.

Equal Opportunity: 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).

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.

Cut and paste links (below) into browser, if needed.

Portland's Native-American 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>

Portland

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