



## **Job Description**

**Incumbent Name:** Tianna Roye

**Job Title:** Supervisor

**Department:** STARS Program

**Reports To:** Program Director

**FLSA Status:** Non-exempt/hourly

### **SUMMARY**

Bridges, Inc. is responsible for a wide range of services to patients in the drug and alcohol rehabilitation field. The Supervisor is responsible for providing training

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Interviews clients, reviews records and confers with other professionals to evaluate condition of client referred by Child Protective Services or Dependency Drug Court.

Facilitates entering treatment and rehabilitation of client.

Administers and monitors appropriate drug testing

Serve as liaison between Dependency Drug Court, CPS treatment providers and other interested parties.

Refers client to other support services, as needed such as medical evaluation and treatment, social services and employment services.

Develops and maintains supportive relationships with clients via telephone contact, visitations to clients' homes, work sites, community locations and treatment providers.

Monitors condition of client to evaluate success of treatment plans, and adapts treatment as needed.

Prepares and maintains reports and reports progress of each client to CPS and Dependency Drug Courts.

Testifies in court when subpoenaed by Dependency Drug Court or Drug Court.

Organizes case conferences between interested parties to ensure expectations are met.

Other duties may be assigned at anytime via verbal or written instructions.

### **SUPERVISORY RESPONSIBILITIES**

Recovery specialist reports to STARS Supervisor.

### **MEASURES OF PERFORMANCE**

**Ethics** – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.



**Interpersonal Skills** – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Professionalism**- Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments

**Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Initiative**- Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed

**Dependability** – Follows instructions, response to management direction; Takes responsibility for own actions; Keeps commitments; Commits to working efficiently to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**Adaptability**- Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events.

**Attendance/Punctuality** – Is consistently at work and on time; Ensures work responsibilities are covered when absent.

**Quantity** – Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

**Quality** – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.

**Safety and Security** – Observes safety and security procedures; Determines appropriate action beyond the guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

High School Diploma or equivalent; and two years related experience and/or training in the Alcohol and Drug field; or equivalent combination of education and experience.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Mental stability and the ability to get along with coworkers are essential functions of the job, without which an employee is not qualified.

**CERTIFICATES, LICENSES, REGISTRATIONS** California Drivers license and proof of personal auto insurance are required. Must be certified as a Drug and Alcohol Counselor.

**PHYSICAL AND EMOTIONAL DEMANDS** The physical and emotional demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit and reach with hands and arms. The employee is regularly required to stand and walk and occasionally climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Employees must use all required protective equipment including but not limited to protective clothing and gloves.

**ACKNOWLEDGMENTS**

I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand that the Company owner retains the right to change this position guide at any time. I understand that this is not a contract for employment.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date