



MED TECH SUPERVISOR

SUMMARY:

In direct coordination with the Clinical Supervisor and Residential Nurse, the Recovery Support/Med Tech Supervisor is responsible for the administration, management and oversight of the resident milieu for clients (and their children) being served by SFRC. Provides, oversees and/or administers a wide range of interventions and support techniques to ensure smooth operations and a supportive living environment for clients in residential treatment, including but not limited to crisis intervention, administration of medication, group/individual support, and/or case management services. Requires strong ability to clearly communicate, while guiding program development and individual/family daily programming with internal staff, as well as with community partners.

SUPERVISION AND OVERSIGHT RESPONSIBILITIES:

The Recovery Support Supervisor has direct oversight responsibility for the Recovery Support Staff serving in the Residential Treatment Programs, and coordinates with clinical and other staff from both SFRC and partner agencies. The Recovery Support/Med Tech Supervisor must:

1. Works closely with supervisees to develop individual supervision plans for performance and adherence to agency policies and procedures. Plans are developed to maximize quality of care, staff productivity and a balanced practice management approach.
2. Conducts 90-day evaluation for new employees and at minimum, an annual performance evaluation of all supervisees.
3. Provides oversight and management of milieu activities.
4. Provides ongoing, documented direction to the program staff through coaching, mentoring and strengths-based supervision.
5. Ensures that electronic medical records, including individual client information and required billing documentation, are recorded and conducted in compliance with all ethical and legal standards.
6. Performs regular safety checks, including fire drills.
7. Ensures agency vehicles used for client transportation are properly maintained.
8. Works with Supervisor to address performance concerns of staff.
9. Develops and maintains a system of staff communication that ensures access and open dialogue; provides consultation, education and training to clients and staff when requested and as needed.

SPECIAL SKILLS:

- Highly effective oral and written communications skills with internal and external clients and stakeholders; strong ability to work collaboratively across internal agency disciplines and with multiple community agencies.

- Ability to observe and document client progress.
- Knowledge of milieu operations and procedures; ability to make administrative and programmatic decisions in collaboration with direct care and clinical staff.
- Ability to supervise and train employees, to include organizing, prioritizing and scheduling work assignments.
- Skill in preparing, maintaining and overseeing patient records.
- Ability to react calmly and effectively in emergency or crisis situations.
- Ability to maintain quality, safety and/or infection control standards.
- Computer experience, knowledge of or demonstrated ability to learn Access, Word, and electronic medical records (EMR-Bear).
- Ability to solve unexpected problems as they arise while considering liability, precedence, programmatic implications and other possible future impacts on the program, services or organization.
- Ability to maintain effective working relationships with all levels within the organization and with external stakeholders.

QUALIFICATIONS:

1. High School Diploma or GED.
2. Medical Technician Certification.
3. Endorsement by New Mexico Association for Infant Mental Health (IMH-E®)-Category I or above - preferred.
4. Ability to communicate clearly and accurately, both verbally and in writing.
5. Ability to exercise tact, patience and discretion when dealing with residents, families, staff and the public.
6. Ability to relate with understanding and kindness to residents and their families.
7. Ability to keep observations, conversations and information confidential.
8. Must be computer literate in order to effectively maintain compliance with licensing and certification standards and requirements for use of computerized client assessments, data systems, etc.
9. Must have and maintain current, valid NM Driver's License if responsible for transporting clients or running errands for the Center. Must also have and maintain clean driving record, as well as auto insurance.
10. In the case of a recovering person, he/she must have successfully maintained a three (3) year period of uninterrupted abstinence from alcohol and/or drugs.
11. Maintain CPR and First Aid certification card on file.
12. Bi-lingual/Bi-cultural preferred. (English/Spanish).
13. Must be 21 years of age or older.

To Apply:

Send CV/Resume and names of three professional references to larviso@sfrecovery.org or apply online at <https://www.sfrecovery.org/careers/>