

The person in this position is responsible for oversight of the day-to-day administrative and clinical operations of the Phillips Ayagnirvik Treatment Center (PATC). PATC is a sixteen (16) bed State licensed and JCAHO accredited residential treatment facility located in Bethel, Alaska that serves adults age 18 or older with the region.

Minimum Education: Masters Degree in BH Field Health experience.

Minimum Experience: At least three (3) years Behavioral Health experience and/or preferably in a residential or inpatient setting. At least TWO (2) years of managerial and/or supervisory experience desired.

License, Certification, Registration: Substance Abuse Certification preferred. CPR, First Aid, Non-violent Crisis Intervention and a valid Alaska Driver's License required.

Equipment/Tools: Basic computer knowledge, accuracy and dependability a must.

Specialized Knowledge and Skills: LANGUAGE SKILLS: Good verbal and written communication skills. Bilingual Yupik or Athabascan and English preferred. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Supervisory Responsibilities: Provides supervision to Substance Abuse Counselors, Assessors, Case Managers and Administrative Assistant at PATC.