

# ***Parent-Child Assistance Program (PCAP)***

FETAL ALCOHOL & DRUG UNIT  
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<http://depts.washington.edu/pcapuw/>

## **Description for PCAP Clinical Supervisor Position**

### Position Purpose

The Fetal Alcohol & Drug Unit has developed and implemented the Parent-Child Assistance Program (PCAP) in King, Pierce, Yakima, Spokane, Grant, Cowlitz, Skagit, Clallam, Kitsap, Clark, Grays Harbor, Thurston/Mason, Whatcom, Snohomish and Benton/Franklin counties to serve high risk pregnant and parenting mothers with alcohol and/or drug abuse disorders, and their families (see <http://depts.washington.edu/pcapuw/>). The Clinical Supervisor position will be responsible for directing one of these PCAP sites, including clinical supervision, coordination with community service providers, protocol implementation, program evaluation activities, and report writing.

### Responsibilities

Clinically supervise a staff of up to eight case managers to serve up to 126 enrolled high risk clients and their families. Conduct weekly individual supervision with each case manager to review cases, make recommendations, provide guidance and support, document progress, and monitor data collection and case notes. Conduct quarterly chart file audits. Conduct weekly staff meetings including client staffing, training, and administrative issues. Arrange for ongoing staff training opportunities in order to enhance job performance and improve staff retention. Participate with the agency holding the PCAP contract in making personnel decisions involving the selection of project staff. Recommend hiring, dismissals, disciplining actions, and position allocations.

Develop and maintain a collaborative network in the county with hospitals, child welfare offices, public health agencies, alcohol and drug treatment centers, housing agencies, pediatric and maternal care clinics, etc. Negotiate services to be provided, write cooperative agreements as necessary.

Recruit client referrals from community providers and maintain client enrollment at a minimum of 85% capacity according to state performance-based contract. Screen referrals for project eligibility and assign new clients to case managers. Conduct client intake interviews (and exit interviews as necessary) using the Addiction Severity Index (ASI). Maintain a minimum of 80% three-year follow-up of clients according to state performance-based contract.

Maintain a leadership profile in the community as a representative of the successful PCAP intervention model. Interact collaboratively with other community providers and projects in order to promote the health and well-being of high-risk mothers and their families, improve services, and resolve service barriers. Participate in relevant community task forces and committees. Conduct PCAP presentations and trainings as necessary.

Collaborate closely with the PCAP program evaluator to train to proficiency on administration of required evaluation forms, coordinate and monitor process and outcome data collection at the PCAP site, and arrange for staff evaluation training as necessary. Supervise all aspects of site data collection, storage, and transmission including accurate electronic data entry by staff and maintenance of a secure onsite data storage system for data not entered electronically.

Collaborate closely with the PCAP site agency leadership and business staff to comply with the state PCAP contract, and with state and agency fiscal policies and budget procedures.

Maintain close, ongoing interaction with the Washington state PCAP team (including state PCAP director, program evaluator, reporting/training coordinator, grant manager, other PCAP site clinical supervisors, and the DSHS Division of Behavioral Health and Recovery program manager). Collaborate to implement and maintain core components, intervention strategies, clinical protocols, administrative procedures, and evaluation methods used in the established PCAP intervention model.

Participate in the preparation of quarterly and annual progress reports for the state funding agency.

#### Supervisory/Lead Responsibilities

Work effectively with little supervision to lead all activities at the PCAP site. Meet state performance-based contract requirements. Train and supervise all PCAP staff at the site. Provide weekly individual supervision of up to eight case managers. Collaborate effectively with community agencies. Supervise evaluation activities. Supervise weekly staff meetings. Make recommendations regarding hiring, terminations, employee performance, promotions, and disciplinary actions for PCAP staff at the site.

#### Impact

This position directs and supervises staff at one of the Washington state sites operating the evidence-based, award-winning PCAP model, providing three-year intervention to high-risk women and their families. For over 20 years, PCAP has demonstrated its effectiveness in improving the lives of the families it serves and reducing costs to communities by helping women develop healthy, independent lives.

#### Position Complexities

The most demanding aspect of this position is providing daily clinical support and supervision to the case managers so they can provide the best advocacy possible to their high risk clients. Additionally, the position requires the ability to collaborate effectively with community agencies, prioritize multiple responsibilities and meet deadlines, and use highly-developed organizational and communication skills to make independent decisions and resolve complex problems. To help meet these demands, the site Clinical Supervisor will work closely with the statewide PCAP team on a regular basis to review clinical, evaluation, and administrative components of the program.

#### Requirements

- Minimum 4-year Bachelor's degree in field related to program goals; Master's degree preferred: It is the contracting agency's responsibility to verify that job candidates have at least a BA degree
- Minimum of five years of professional experience working with high-risk populations
- Minimum of three years of professional experience in the area of substance abuse and pregnancy including research and direct patient contact
- Demonstrated experience in interviewing subjects for research purposes
- Demonstrated strong interpersonal verbal communication skills, public speaking and writing ability
- Strong organizational and time management skills
- Must pass a criminal background check
- Must pass a driver's abstract check in accordance with PCAP site/agency insurance requirements