



## EMPLOYMENT OPPORTUNITY

Koreatown Youth & Community Center, Inc. (KYCC) is a non-profit organization that has been serving the Korean American and multi-ethnic Koreatown community since 1975. KYCC's programs and services are specifically directed towards recently immigrated, economically disadvantaged youth and their families. KYCC offers a wide array of programs including counseling, academic services, community outreach, business services, affordable housing, and neighborhood beautification.

We have been serving our diverse community for more than 45 years, and if you're passionate about creating change within our community, we'd like to meet you.

### Recovery Services Supervisor (Part or Full-time, Exempt)

**Unit:** Recovery Services Unit  
**Posting Date:** 2/20/2024

**Reports To:** Recovery Services Manager  
**Salary:** \$80,000- 95,000 DOE plus BENEFITS

**Positions Available:** 1

**Summary:** Under the direction of the Recovery Services Manager, the Recovery Services Supervisor provides direct supervision for the Recovery Services Counselors and support the Recovery Services Unit activities related to clinical supervision, staff training, direct service, quality assurance and improvement, and evaluation of services. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full or part-time (may be discussed), exempt position working about 40 hours per week (in terms of full-time status), **Tuesday through Saturday**. Typical schedule is 9:00 AM – 6:00 PM but evening hours required for Tuesdays and Thursdays (12- 9:00 PM).

### Duties/ Responsibilities

- **Provide ongoing supervision by:**
  - Providing ongoing supervision and staff development training for RS staff and interns providing substance use disorder treatment services.
  - Ensuring delivery of appropriate substance use treatment services that are person- centered, linguistically and culturally appropriate.
  - Reviewing all assessments to determine medical necessity and assist with authorization requests.
  - Monitoring continuous quality improvement measures through documentation review, clinical supervision, peer review, and other related activities to ensure quality of service.
  - Conducting staff performance reviews.
  - Assisting with recruitment, hiring and training of new staff and coordination of new services.
- **Provide direct service by:**
  - Conducting intake and assessments and other patient care.
  - Providing clinical coverage for staff.
- **Attend relevant meetings, trainings, events and activities.**
- **Perform other related duties as assigned by the Recovery Services Unit Manager.**



**Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):**

- License in Clinical Social Work or Marriage and Family Therapy.
- Completion of required clinical supervision/ certification per BBS.
- Have a strong sense of prioritization and can coordinate multiple demands in a high- pressure environment.
- Ability to organize and prepare documentation in a timely manner using the EHR systems.
- Ability to interact with the public or other employees in a professional, respectful, and courteous manner, practice good public relations and display sound judgement and decision- making skills in stressful situations, communicate in a professional and effective manner with others, both orally and in writing information, clearly and concisely, comprehend and follow verbal and written instructions.
- Knowledge and/ or experience working with children, youth, and families from various socio- economic and cultural backgrounds.
- Strong organizational, written and communication skills.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Provide fingerprinting clearance (Live Scan) and negative results from a TB test.
- Proof of full COVID-19 series and Vaccination Record.
- Certification in CPR and First Aid Training.
- Proof of eligibility to work in the United States.
- A valid Class C California Driver's License, access to personal automobile, and proof of auto insurance.
- Physical requirements: Able to sit for long periods of time, able to see to inspect the field and written documents; ability to communicate with KYCC staff, affiliates, clients and public; and dexterity of hands and fingers to operate office equipment.

**Highly Desired Qualifications & Salary Range:**

- Minimum of two (2) years of experience in clinical supervision.
  - 1- 2 years post licensure: \$80,000- 85,000
  - 2- 4 years post licensure: \$85,001- 90,000
  - 4+ years post licensure: \$90,001- 95,000
- Minimum of three (3) years of experience in substance use disorder services.
- Bilingual capacity (Spanish/ English or Korean/ English).

To apply, please submit a **cover letter and resume**.

**SUBMIT AN APPLICATION**