

IHR JOB DESCRIPTION

ATR Supervisor

The Institute for Health and Recovery (IHR) is a statewide service, research, policy, program development and capacity building agency. IHR designs its services based on an understanding of the impact of trauma. IHR's CARF accredited treatment programs provide holistic interventions for hard to reach and high-risk individuals and families. IHR's mission, since our founding in 1989, has been to develop and support a comprehensive continuum of care for families, individuals, youth, and pregnant and parenting women affected by alcohol, tobacco, and other drug use, violence/trauma, mental health challenges and other health issues, while advancing principles of health equity and social justice. Our work is focused on addressing and eradicating inequities in our health care, economic, and justice systems, especially as they disproportionately affect women and people of color. We are committed to providing services and creating communities that mitigate the effects of substance use, mental illness, and trauma.

Summary Statement:

The **ATR Supervisor** will support IHR's mission to develop a comprehensive continuum of care for women, men, families, individuals, youth and pregnant and parenting women affected by alcohol, tobacco and other drug use, violence/trauma, mental health challenges and other health issues by overseeing ATR's service implementation in Springfield/Holyoke.

Note: This is a part-time 15 hours/week position and is based in IHR's office in Springfield

Reports to: IHR Assistant Director

Essential Functions:

- Participate in program development and implementation in collaboration with DPH/BSAS and Advocates for Human Potential, including monthly conference call with BSAS/AHP.
- Supervise four staff, including (2) full-time ATR Coordinators, (1) part-time Billing Assistant, and (1) part-time ATR Shopper.
- Facilitate communication between ATR portals/providers and ATR Coordinators as needed.
- Contribute to achievement of project goals in a timely manner.
- Utilize the online ATR platform, Falling Colors, as a tool for supervision, data analysis, and documentation.
- Review and sign checks for participants weekly.

Other:

- Communicate with IHR's main office in Cambridge through use of shared online calendars, time sheets, and check in/out with supervisor.
- Attend monthly internal ATR supervisor meetings with Assistant Director and monthly agency staff meetings.
- Regular attendance and punctuality are required.
- Other related duties

Competencies:

- Leadership
- Decision Making and Judgment



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- Accountability and Dependability
- Influencing Others
- Managing projects and programs
- Coaching and Mentoring
- Staff Management
- Strategic Vision
- Communication
- Teamwork
- Problem Solving
- Development and Continual Learning
- Adaptability and Flexibility
- Valuing Diversity
- Customer Focus

Qualifications/Requirements:

- Bi-lingual/Bi-cultural (Spanish/English) candidates strongly preferred
- Previous experience in the field of addiction disorders
- Familiarity with addiction treatment providers, services, and community-based resources, especially in Hampden County, MA
- Ability to work effectively with diverse cultural groups
- Leadership/supervision experience including the ability to maintain positive, professional team culture
- Very detail oriented and excellent organizational and communication skills, both oral and written
- Strong administrative organization and ability to maintain accurate records
- Robust problem-solving skills
- Familiarity with Microsoft Office and willingness to learn new computer skills as needed

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift products and supplies weighing up to 10 pounds.

Reasonable accommodation will be made for otherwise qualified individuals with a disability. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time.

IHR offers a rewarding work environment with competitive salary, generous benefits and a strong commitment to equity and diversity. IHR is proud to be an equal opportunity employer, seeking to create an inclusive and diverse environment. All qualified applicants will receive consideration for employment without regard to race, ethnicity, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Employee signature below constitutes employee's understanding of the requirement and duties of the position.



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Employee: _____ **Date:** _____