

**Internship Supervisor**

Offender Mentor Certification Program (OMCP)

Options Recovery Services (ORS)

**JOB TITLE:** Internship Supervisor (OMCP)

**DEPARTMENT:** California Department of Corrections, Locations TBD

**SUPERVISOR:** Program Director (OMCP)

**SALARY:** $78,000 Annually- Exempt

The Offender Mentor Certification Program (OMCP) is a widely recognized Substance Use Disorder Certification program for long term inmates in custody to be educated and trained by leaders in the field and certified by the State of California’s designated state certifying organizations.

**GENERAL JOB DESCRIPTION**

The OMCP Internship Supervisor works collaboratively with OMCP inmates with the goal of achieving success in the OMCP program. This position requires daily contact with OMCP Program Director, CDCR personnel and ORS instructors. The Internship Supervisor serves as the inmate’s direct contact for program participation, support and problem solving.

 **DUTIES AND RESPONSIBILITES**

The Internship Supervisor is responsible for the overall tracking of all OMCP Participant programming and credentialing hours and shall:

* Report directly to the Program Director
* Be on-site, working an average forty (40) hours per week, Monday through Sunday, during programming hours. Exceptions include vacation, sick leave, CDCR approved meetings, trainings, or State Holidays.
* Develop training material for participants explaining how to document supervised hours on a timesheet;
* Monitor and track OMCP Participant study prep, AOD formal education, and practicum hours for each session;
* Provide direct clinical supervision of the participants during Element 6, conduct bi- weekly one- on- one counseling sessions with wach participant and document sessions in ARMS;
* Assist participants in completing examination applications, renewals documentation, and any other documents required by the Certifying Organization to keep credentials valid and current;
* Regularly monitor, process, and track OMCP Participant information to ensure no lapses in renewals or certifications;
* Assist statewide ISUDT Contractors to identify the most appropriate staff person to review and verify OMCP’s timesheets and assist with training;
* Ensure statewide ISUDT Contractors record their OMCP Mentor’s monthly hours and timesheets;
* Regularly track CEU requirements and coordinate CEU instruction for Mentors at various institutions statewide;
* Document and verify completion of formal hours for AOD education, practicum, and work experience;
* Upload documentation in ARMS
* Work collaboratively with CDCR and institutional staff.
* Any other duty or responsibility as needed or directed by supervisor

**MINIMUM QUALIFICATIONS**

The Internship Supervisor shall be certified as an AOD Counselor, with a certifying organization recognized by the DHCS, at a level that allows the Internship Supervisor to provide clinical verification of internship hours. The Internship Supervisor shall have a working knowledge of the AOD certification process and SUDT programs.

*The Internship Supervisor shall meet at least one (1) of the following requirements:*

* A Master's Degree in a social service-related field; and Licensed by, or registered with, the Board of Behavioral Sciences; or Registered with an AOD certifying organization recognized by DHCS; or
* A Bachelor's Degree in a social service-related field and one (1) year of experience providing SUDT services as a certified AOD Counselor; or
* An Associate's Degree in social service-related field and three (3) years of experience providing SUDT services as a certified AOD Counselor; or
* At least five (5) years of experience providing SUDT services as a certified AOD Counselor; or
* A minimum of three (3) years of administrative experience working for an AOD certifying organization

**Additional Qualifications:**

* Excellent verbal and written communication skills;
* Strong organizational and analytical abilities;
* Possess a strong working knowledge of Microsoft Word, Microsoft Excel, Publisher and Outlook;
* Must have organizational and analytical abilities;
* Ability to pass CDCR background check and obtain security clearance;
* Ability to pass Drug, Alcohol, and Tobacco Screening

**BENEFITS AND PERKS**

* Highly competitive compensation
* Medical, Dental, and Vision via Kaiser Permanente
* PTO/ Sick Time/Holiday Pay
* 401K with matching contributions
* Occasional Bonuses