

LINN COUNTY CLASSIFICATION

TITLE: ALCOHOL & DRUG TREATMENT PROGRAM MANAGER

NUMBER: 782

APPROVAL ORDER

PAY RANGE: 22

NUMBER: 2000-468

CATEGORY: MANAGEMENT/EXEMPT

DATE: November 8, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform administrative management and supervisory duties in planning, directing, supervising and evaluating the alcohol and drug treatment programs. Consult with individuals, groups and agencies concerning substance abuse treatment programs. Assess community alcohol and drug treatment needs. Provide direct client counseling. Supervise and train professional and para-professional staff.

SUPERVISION RECEIVED: Works under the general direction of the Health Services Administrator who outlines administrative policies, broad program objectives and goals, budget, etc. The incumbent is expected to function with significant independence in the development of programs, activities, methods and procedures. Work is reviewed and evaluated for effectiveness and adherence to established policies and objectives.

SUPERVISION EXERCISED: Responsible for supervision of staff assigned to programs for the treatment of alcoholics, alcohol abusers and other drug dependent persons. Assign responsibilities, provide direction, advise and consult on problems and interpretations of laws and regulations, participate in the selection of new personnel and assign duties, provide training, schedule leaves of absence, resolve grievances, evaluate performance and recommend personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Provide direct clinical supervision and general program supervision. Collaborate with the Administrator to develop program plans including budget preparation.
2. Provide specific information to individuals and the general public about the services available through this department, other community agencies, and the state-operated institutions.
3. Provide specialized education to clients and the general public on a wide variety of subjects.
4. Provide consultation, technical assistance and staff training to other community agencies.
5. Provide after-hours emergency services to individuals and other community agencies.
6. Provide individual, family and group psychotherapy to a widely varied caseload of clients.
7. Perform Merit System Evaluations on employees directly supervised.

8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

10. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the philosophies, principles and practices of comprehensive mental health services plus thorough knowledge of substance abuse and mental health problems and treatment. Thorough knowledge of applicable laws and regulations. Considerable knowledge of planning and community development.

Considerable knowledge of the resources available to assist in the development and delivery of services. Considerable knowledge of grant application procedures. Considerable knowledge of principles associated with budgeting, supervision and program management.

Ability to effectively utilize concepts of consultation and team approach to patient, staff and community development. Ability to train and supervise staff. Ability to discern appropriate program direction, develop comprehensive plans and administer programs. Ability to use sound judgement in making decisions about difficult program and administrative problems. Ability to gather and synthesize data and write clear and concise reports, clinical evaluations and correspondence. Ability to communicate effectively. Ability to establish and maintain effective working relationships with staff, agency representatives and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Six years post-Master's Degree experience in a community social service or mental health agency in the treatment of alcohol and drug abuse, including three years of progressively responsible administrative experience including program planning and management and professional staff supervision. Graduation from a four-year college or university with a Master's Degree in social work or psychology; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Certain assignments may require certification by the State Mental Health Division following appointment. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Appropriate licenses, registration or certification may be required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work may also involve travel to various community agencies, client homes and schools throughout the County. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear, sit stand and walk, bend and stoop, use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.