

Class Concept

This is administrative and managerial work in directing the operations of a regional alcohol/drug abuse treatment center within a state facility. As top leadership, position assures coordination of services with local program delivery systems within the geographic region. Work requires directing the provision and integration of therapeutic counseling, rehabilitation programs, medical care, after-care services, and support services to ensure a level of patient care conforming to the requirements of Federal regulations, State statutes, departmental policies, and various licensing and certification agencies, boards, and groups. Workforce of facility provides 24/7 care and coverage. Position directs and leads organizational programs and operations to include strategic planning, manages the allocation of clinical, budgetary, human and physical plant resources, and meets/maintains regulatory requirements that support facility funding. Position is the final decision authority on all personnel functions.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of quality/risk management considerations and ability to implement corrective plans
- Considerable knowledge of accreditation standards and regulations in the programming service needs of chronic alcoholics/drug abuse treatment delivery
- Skill in planning via broad, long-range programs and goals for the facility which include annual plans of work, budgetary planning, capital projects as well as for utilization of all employed staff.
- Excellent negotiation and communication skills
- Ability to establish goals and priorities and determine appropriate allocation of resources
- Ability to establish effective and responsive working relationships with staff, the public and advocacy groups
- Ability to direct of a broad range of programs and services and interdisciplinary staff
- Ability to adhere to federal, state and local policies and procedures

Minimum Education and Experience

Master's degree in human services, psychology, nursing, public administration, business administration, hospital administration, or related field from an appropriately accredited institution and four years of broad administrative management and experience, two of which must have been in a high level supervisory or administrative capacity in an in-patient or residential facility of the type being managed; or

Bachelor's degree from an appropriated accredited institution plus five years' experience as indicated above; or an equivalent combination of education and experience.

Administering the class

Hospital administrators must have the demonstrated skills to apply and understand legal regulations pertaining to health-care delivery in a governmental program.