

Class Concept

Employees are responsible for planning, developing, implementing, supervising and evaluating comprehensive substance use disorder services within state facilities. Work involves the oversight of services which may include some combination of administrative/clinical program oversight and monitoring quality assurance tools to ensure continuous process improvement. Employees with the requisite credentialing may deliver a comprehensive clinical supervision model to identified staff in accordance with statute and policy. Employees may lead new initiatives as directed by management; determine priorities, and develop strategies to respond to the needs of special client populations. Employees establish programmatic long and short-term goals, objects, and provide technical assistance and direction to staff in the assigned areas of responsibility. Employees may collaborate with other state agencies, special interest groups and national organizations to promote section objectives and substance use disorder awareness in general.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of policies and procedures for recruiting, selecting, developing, counseling, disciplining, and evaluating performance to retain a diverse workforce.
- Working knowledge of medical terminology, disease processes, and their treatment as they relate to decisions regarding clinical interventions and appropriate therapies based on medical or psychological diagnosis.
- Thorough knowledge of the principles, practices, policies, and goals of substance use disorder program administration.
- Thorough knowledge of the causes and effects of substance use disorders on the person, family and community.
- Ability to supervise, evaluate and plan for the effective professional development of staff.
- Ability to network with community resources to initiate activities that promote recovery and reintegration of persons with substance use disorders.
- Ability to serve as a resource and consultant to substance abuse professionals.
- Ability to provide strategic oversight for resource management matters including allocation of staff and assignment of case responsibilities.
- Ability to monitor case workloads and staffing patterns to ensure that clients and operational needs are being met.
- Ability to administer and ensure compliance with human resources policies and procedures.

Minimum Education and Experience

Bachelor's degree in a human services area from an appropriately accredited institution and three years of experience in substance abuse field, two of which must have been clinical experience or an equivalent combination of education and experience.

Necessary Special Qualifications

Credentialed as a Certified Alcohol and Drug Counselor (CADC) or in an equivalent credential from a governing authority recognized by the NC Addictions Specialist Professional Practice Board.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.