

## SUBSTANCE ABUSE PROGRAM DIRECTOR I

Work in this class involves responsibility for planning, developing, promoting, coordinating, implementing, and evaluating comprehensive substance abuse services in an area mental health program or regional alcoholic rehabilitation center. These services usually include some combination of outpatient crisis intervention, evaluation, treatment, and referral; inpatient detoxification as well as treatment of related medical complications for substance abusers; emergency crisis intervention services for substance abusers; provision of residential treatment facilities and programs; DUI rehabilitation/education programs for first and/or multiple offenders, substance abuse consultation, education, prevention, and early intervention for clients, families, schools, and community groups; and may include the provision of Employee Assistance Programs to local businesses and industries. Work involves considerable contact and liaison responsibilities with community served.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan for the effective delivery of numerous services for substance abusers and their families. They establish program priorities after consulting with community groups and superiors. They plan a minimum of one year and more often two to four years in advance in order to successfully meet community needs and funding source changes.

Organizing and Directing - Employees assign work and maintain workload balance for staff located in multiple work units or different program areas. Employees make changes in program organization such as intake duties, emergency service coverage, patient comprehensive staffing conferences, administrative staff meetings, and reassignment of patients to other therapies.

Budgeting - Employees assess program needs for substance abuse services and project a budget to meet these needs. Employees defend and justify budget requests verbally and in writing to superiors or funding sources. They may prepare state and local substance abuse budgets and grant applications and must assure that all program components operate within established budgets.

Training - Employees assess both individual staff and group staff training needs and develop plans to meet these needs. Employees provide individual training through clinical and case management supervision with staff. Employees arrange for staff training through numerous available resources and evaluate training offered to measure skills acquired, hours devoted to training events, and costs.

Setting Work Standards - Employees establish and document in writing substance abuse work standards, policies, and procedures. Employees assure program compliance with numerous federal, state and local programming standards and laws.

Reviewing Work - Employees perform ongoing weekly review of staff performance through individual supervision with staff and monitoring of medical records documentation, staff reports and direct versus indirect service activities. Employees review major accomplishments of substance abuse programs on monthly, quarterly and annual basis and provide written narrative reports to superior and funding sources on program accomplishments and the need for revisions.

Counseling and Disciplining - Employees discuss specific performance deficiencies with staff and attempt to determine factors causing the deficiencies. Employees initiate oral and written disciplinary actions for staff and recommend to superior the suspension or termination of staff.

Performing Other Personnel Functions - Employees screen and interview applicants for vacant positions and usually recommend with authority to their superior the most suitable candidate. Employees also recommend with authority merit increases for staff, transfers, and promotions.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is subject to periodic changes in guidelines and shifting program emphasis. Some changes have a major impact on program services and staffing and require employees to meet increased requirements with less staff and funding resources.

Variety of Work Supervised - Employees technically supervise the clinical treatment services being provided in a large area of responsibility.

Number of Employees Responsible For - Five to thirty-four.

III. EXTENT OF SUPERVISION RECEIVED: Employees serve as a member of the Management Team in which major organizational and/or program changes are addressed. Employees solicit guidance from superior or governing body when considering major organizational changes, preparing budgets and establishing program goals. Supervisor normally conducts quarterly work planning sessions with employees as well as annual performance appraisal sessions. Program services and data generated receive monthly, quarterly and annual review by site review teams and other officials.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: May supervise staff engaged in providing 24-hour coverage in detoxification programs and residential facilities; staff may be dispersed in numerous work locations.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of the policies, procedures and goals of substance abuse programs. Considerable knowledge of: the varied mental health services and programs throughout the region; local resources and regional facilities for the prevention and treatment of substance abuse; the psycho-social causes and effects of substance abuse on the person, family, and community. General knowledge of physiological aspects of substance abuse and referral sources for appropriate medical treatment. Ability to train and supervise staff and coordinate and evaluate staff counseling and education services in a varied program; consult as a mental health specialist in substance abuse with professionals in the community; and develop local resources and initiate community organization and development activities relating to substance abuse.

Minimum Education and Experience - Graduation from a four-year college or university and five years of experience in clinical substance abuse counseling and/or education; or a master's degree in a human services related field and four years of experience in clinical substance abuse counseling and/or education; or graduation from a four-year college or university and six years of experience in a human service field, including at least three years in clinical substance abuse counseling and/or education; or graduation from an associate or diploma school of nursing and seven years of psychiatric nursing experience, including at least five years with substance abusers; or completion of a mental health associate program at a community college and seven years of experience including at least five years in clinical substance abuse counseling and education; or an equivalent combination of education and experience.