

SOCIAL SETTING DETOXIFICATION MANAGER

Work in this class involves responsibility for the management and coordination of services of a 24-hour social setting detoxification program in an area mental health program. Work includes implementing, coordinating, and monitoring program services which includes supervision of treatment staff, group and individual counseling, after-care and referral services. Employees serve as a liaison to community groups and family by providing substance abuse education and information. Employees monitor program expenditures and provide input to supervisors in preparation of budget. They assign, direct, and supervise the work of subordinates, recommend disciplinary action if needed, conduct performance appraisals, and recommend salary adjustments and the selection of new employees.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan the day-to-day coordination of services for the operation of a social setting detoxification program. Over-all program goals are implemented by employees; however, actual program planning is done in conjunction with a supervisor including organizational changes, change in program objectives, and staffing patterns.

Organizing and Directing - Employees are responsible for coordinating services within a structured program in order to promote recovery in the substance abuser. Employees assign work schedules for staff and monitor activities of clients to ensure programming goals are met.

Budgeting - Employees are responsible for purchasing all supplies and equipment. They propose personnel and budget needs to a higher level authority for final determination. They are responsible for operating within a specified budget.

Training - Employees provide the detoxification staff with learning experience relevant to working with substance abuser in a detoxification setting and general counseling techniques both formally and informally.

Setting Work Standards - Employees monitor and ensure that staff follow set program guidelines and requirements. Guidelines may be set by grant monies or the mental health center.

Reviewing Work - Employees review work of staff through observing interactions with clients in-group sessions daily. Work planning sessions are conducted periodically. Employees conduct annual performance appraisals.

Counseling and Disciplining - Employees discuss problems relating to work performance and grievances with staff. They initiate disciplinary action when needed leading up to dismissal: next line authority has final approval.

Performing Other Personnel Functions - Employees evaluate staff annually and make recommendations for salary adjustments, promotions, and selection of staff.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work supervised is within a structured program conducive to the recovery of the substance abuser and their needs. Daily schedules for staff are set and are seldom changed. Schedules reflect intensive interaction and programming in the short period of time that client is in treatment. Program operates under federal and State guidelines and standards for non-medical detoxification services.

Variety of Work Supervised - Employees technically supervise the work of subordinate staff providing for the needs of the substance abusers in detoxification.

Number of Employees Responsible For - Employees normally supervise a staff of 4 to 9 support personnel.

III. EXTENT OF SUPERVISION RECEIVED: Employees receive guidance and support concerning programming and operation of facility frequently from superior. Employees submit monthly program and budget reports to superior. Performance appraisals are received annually.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Staff are assigned to three shifts to provide 24-hour coverage; work force is stable and located in the same physical site. Staff are on call for emergency situations.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Knowledge of counseling techniques as applied to substance abuse casework and family situations. Knowledge of causes and effects of substance abuse, alcohol and drug withdrawal signs and symptoms, and ability to assess situations and propose the best treatment and/or recommendations.

Minimum Education and Experience - Graduation from a four-year college or university with a degree in a human service related field and one year of counseling experience with substance abusers equivalent to the level of Substance Abuse Counselor I; or graduation from high school and five years of experience in working with substance abusers, including at least one year of counseling experience at the level of Substance Abuse Counselor I; or an equivalent combination of education and experience.