

# LINN COUNTY CLASSIFICATION

**TITLE: ALCOHOL AND DRUG PROGRAM MANAGER**

**NUMBER: 782**

**APPROVAL ORDER NUMBER: 2021-141**

**PAY RANGE: 26**

**DATE: JUNE 15, 2021**

**CATEGORY: MANAGEMENT/EXEMPT**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform administrative management and supervisory duties in planning, directing, supervising and evaluating the Alcohol and Drug Program. Consult with individuals, groups and agencies concerning alcohol, drug and problem gambling treatment and prevention services. Ensure coordination with the Mental Health Program in providing mental health promotion and prevention services. Assess community alcohol, drug and problem gambling treatment needs and develop strategies and systems for providing needed services. Provide direct client counseling, as needed. Supervise and train professional and para-professional staff. Work collaboratively with the Linn County Health Services Management Team.

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 or prevention of substance use disorders and problem gambling. 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 and remain in 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. Ensure a system to 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 and approve Merit System Evaluations performed by direct supervisors under Program Manager supervision.
8. Apply for, or coordinate, applications for grants and other funding opportunities to support needed services. Prepare, or coordinate preparation of, reports required for grant or other funding requirements.
9. Ensure compliance with relevant federal and state laws and administrative rules governing services provided and program personnel.
10. Develop and maintain effective, harmonious and reasonable work relationships with others. Develop and maintain a workplace practice of customer service and trauma-informed care.
11. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**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 prevention 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 client, staff and community development. Ability to train and supervise staff. Ability to discern appropriate program direction, develop comprehensive plans, develop quality improvement strategies 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 prevention and treatment of substance use disorders and problem gambling, 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: Meets qualification standards and competencies prescribed by Oregon Administrative Rule for Program Directors. Certain assignments may require certification by the Oregon Health Authority 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. Possession of appropriate licenses, registration or certification by Oregon Administrative Rule, including requirements for supervision of Substance Use Disorder treatment staff, or as required for other duties of the position.

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.