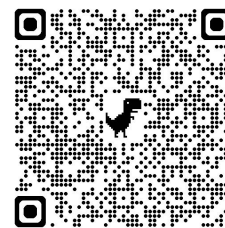




Alcohol & Drug Program Manager



LINN COUNTY DEPARTMENT OF HEALTH SERVICES

Class Code 782

AVAILABLE POSITION

ALCOHOL & DRUG PROGRAM MANAGER
ALCOHOL & DRUG DEPARTMENT (Classification 782)
Management Full Time (37.5 hours/week) position

The Linn County Health Department is recruiting for an Alcohol and Drug Program Manager. The Alcohol & Drug Program provides alcohol, other drug, and problem gambling outpatient treatment and prevention services.

ESSENTIAL FUNCTIONS:

- Provide direct clinical supervision and general program supervision. Collaborate with the Administrator to develop program plans, including budget preparation. Work with the Administrator and Financial Manager to monitor revenue and expenditures within the framework of budgetary limitations.
- Provide specific information to individuals and the general public about the services available through this department, other community agencies, and state-operated institutions or agencies.
- Provide specialized education to clients and the general public on a wide variety of subjects.
- Provide consultation, technical assistance and staff training to other community agencies.
- Ensure a system to provide after-hours emergency services to individuals and other community agencies.
- Provide individual, family and group psychotherapy to a widely varied caseload of clients, as needed.
- Perform Merit System Evaluations on employees directly supervised, and approve Merit System Evaluations performed by direct supervisors under Program Manager supervision.
- Develop and maintain effective, harmonious and reasonable work relationships with others. Develop and maintain a workplace practice of customer service, trauma-informed care, and a positive work environment.
- Maintain regular and predictable work attendance.
- 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.
- Ensure compliance with relevant federal and state laws and administrative rules governing services provided and program personnel.
- Participate, or assign qualified staff to participate, in local, regional, or statewide planning or service implementation efforts or committees.
- With other Health Services program managers, provide leadership in ensuring a comprehensive and effective behavioral health system serving Linn County residents.

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the philosophies, principles and practices of comprehensive mental health and addiction services plus thorough knowledge of substance use 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 judgment 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 required by Oregon Administrative Rule, including requirements for supervision of Substance Use Disorder and Problem Gambling treatment staff, or as required for other duties of the position. Willingness to work evenings and travel to clinic sites required.

SALARY, BENEFITS, COMPENSATION:

Linn County offers an excellent benefits package which includes fully paid contribution to the Oregon Public Employees Retirement System, paid holiday, vacation, and sick leave, options for medical, dental, and vision care insurance, options for deferred compensation, an employee assistance program, longevity pay, alternate and flexible work schedules, 37.5 hour work week, and more. Current salary range and total compensation (depending on qualifications):

SALARY RANGE

\$8,299 - \$10,507 per Month

CLOSING DATE:

Until Filled

HOW TO APPLY:

<https://www.linncountyhealth.org>

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

A copy of the Job Classification for this position as well as the Employment application may be obtained from the Linn County Board of Commissioner's Office, Room 201, Linn County Courthouse, PO Box 100, Albany, OR 97321; at the Oregon Employment Division Office in Albany, or online at <http://www.co.linn.or.us>.