



# Program Manager – aDDAPT

## Job Description

Department: Drug and Alcohol Prevention and Treatment  
Position: Career Service  
Starting Step: 46, Table 14  
Supervisory: Yes  
Reports to: Deputy Director-Clinical Services and/or Deputy Director-Operations

### Summary

Under general direction, this position supervises, plans, coordinates, and directs the activities and personnel of assigned program(s). This role is responsible for quality assurance, regulatory compliance, and budget management through audits, reports, and communication with others. For programs that include clinical services, this role provides individual and group psychotherapy for adult and youth services and requires the employee to be a Licensed Clinical Social Worker (LCSW), Licensed Clinical Mental Health Counselor, Psychologist, or a Marriage and Family Therapist.

### Essential Functions for All Programs

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise and determine staff and program schedules based on client needs.
2. Assign and delegate staff responsibilities for program and department services.
3. Responsible for hiring, training, job coaching/mentoring, performance evaluations, and retention of assigned personnel.
4. Ensure quality services and accurate documentation within department standards including but not limited to, consistent quality assurance reviews of the electronic health record and direct observation of program services.
5. Manage and coordinate program capacity.
6. In conjunction with the Deputy Director of Finance, supervise and develop program budget; make maintenance and purchasing decisions for equipment, tools, and supplies within the assigned program.
7. Represent department through community outreach and education.
8. Design and implement appropriate policies, procedures, and standards for providing treatment services.
9. Ensure program and department meet state and federal guidelines, licensing standards and data reporting requirements.
10. Coordinate continuing education of program personnel.

### For Office Use Only

Class Code: 2051  
Class Title: Program Manager – aDDAPT  
FLSA: Exempt  
Effective Date: 9/29/2017  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: Yes  
DOT: No

11. Act as a proactive member of the management team and provide leadership according to department values; attend, actively participate, and share information in manager meetings, staff meetings, and state-wide meetings.
12. Provide direct services per program and staffing needs when required.

### **Additional Essential Functions for Clinical Services Programs**

Clinical Services Programs include: Promise-North, Promise-South, Residential, Out Patient, On Unit Treatment (OUT), and Youth Treatment

13. Develop, coordinate, and distribute treatment information created by other staff members.
14. Develop short and long-term treatment goals using database information, needs assessment information, and referral source input.
15. Design and implement appropriate policies, procedures, and standards for providing treatment services including facility licensing review.
16. Attend meetings and seminars to keep technically current and share information with assigned staff.
17. Provide multiaxial diagnosis according to the current edition of the Diagnostic and Statistical Manual of Mental Disorders.

### **Knowledge, Skills, and Abilities**

Knowledge of community organization  
Knowledge of supervisory techniques  
Knowledge of modern office procedures  
Skilled in creative thinking and analytical problem solving  
Skilled in training others  
Skilled in public speaking and interpersonal communication  
Skilled in word processing and basic programs  
Skilled in reading, writing, and basic math  
Skilled in document composition  
Ability to maintain cooperative working relationships with those contacted during work activities  
Ability to communicate effectively verbally and in writing  
Ability to work with groups and individuals at every level of society  
Ability to conduct in-depth program analysis of substance abuse treatment programs  
Ability to maintain files, records, and reports  
Ability to coordinate multiple tasks efficiently

### **Additional Knowledge, Skills, and Abilities for Clinical Services Programs**

Skilled in counseling and psychotherapy

### **Supervisory Responsibility**

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This position has direct supervisory responsibility.

### **Work Environment**

This job operates in a professional office environment. The noise level in the work environment is usually moderate. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. While performing the work, the employee is exposed to potentially hostile situations and may be exposed to contagious or infectious diseases. This position requires operation of a motor vehicle.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This position is frequently required to sit, stand, walk, talk, and hear. Specific vision abilities for this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 pounds.

### **Position Type/ Expected Hours of Work.**

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Required Education and Experience for All Programs**

1. Equivalent to a master's degree in Social Work, Sociology, Psychology, Educational Psychology, or a related social services field
2. Two (2) years of work experience in substance abuse services including any combination of direct services, supervision, program planning, and administration OR three (3) years of work experience in mental health services including any combination of direct services, supervision, program planning, and administration

### **Required Licensing**

**Non-Clinical Programs** (Drug Court, Access to Recovery, Utah County Adult Probation (UCAP), Clinical Information Systems/screening)

1. Applicants must be a Licensed Substance Abuse Use Disorder Counselor (SUDC), Social Service Worker (SSW), or mental health practitioner in the State of Utah. Out-of-state applicants must possess similar licensure from another state and, if selected, obtain required Utah licensure during the probationary period

**Clinical Services Programs** (Promise-North, Promise-South, Residential, Out Patient, On Unit Treatment (OUT), and Youth Treatment)

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1. Applicants must be a Licensed Clinical Social Worker (LCSW), Licensed Clinical Mental Health Counselor, Psychologist, or a Marriage and Family Therapist in the State of Utah. Out-of-state applicants must possess similar licensure from another state and, if selected, obtain required Utah licensure during the probationary period

**Additional Eligibility Qualifications for All Programs**

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment
2. Selected applicants are subject to, and must pass, a background check

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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