

## JOB ANNOUNCEMENT

**POSITION: PROGRAM MANAGER - Substance Abuse**

Posting# 2051-0910md

### REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Questionnaire
- College transcripts and/or diploma No Internet printouts (for College credit)
- required licensure

**STARTING SALARY:** Step 46; \$2,112 bi-weekly (plus benefits package)  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** August 27, 2010

**CLOSING DATE:** September 13, 2010

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies that occur within the next two (2) months*

For additional information see the job description at - <http://www.utahcountyonline.org/dept/pers>

### JOB SUMMARY:

Under general direction of the Program Services Director, supervises, plans, coordinates, and directs the activities of a program with multiple units including, but not limited to: Assessment, Referral, Tracking, and Case Management Services. Provides individual and group psychotherapy; Adult and Youth Services. Coordinates activities between other programs and units within the Division of Substance Abuse.

### DUTIES INCLUDE:

**Supervises**, plans, and directs the work of the assigned program and coordinates between other units and programs.  
**Makes** staffing decisions within the assigned program including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.  
**Compiles**, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the assigned program.  
**Assists** in the preparation of the program budget and monitors and approves program related purchase orders and expenditures and assists in the preparation of grant applications.  
**Monitors** and assesses the quality of services of assigned programs and acts as a resource for resolving conflicts between staff and other entities including client issues.

### EVALUATION AND SELECTION FACTORS INCLUDE:

**Ability to** maintain cooperative working relationships with those contacted in the course of work activities and conduct in-depth program analysis of substance abuse treatment programs.  
**Skill in** creative thinking and analytical problem solving and training others.  
**Knowledge of** supervisory techniques, community organization and modern office procedures.

### REQUIREMENTS FOR EMPLOYMENT:

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

### LICENSING AND CERTIFICATION:

Incumbent must be a Licensed Substance Abuse Counselor (LSAC) or mental health practitioner in the State of Utah. An out-of-state applicant must possess similar licenses from another state and, if selected, will be required to obtain all required Utah licenses during a probationary period. When multiaxial diagnosis is required in the performance of day to day job duties, must have a current Utah license as a Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor, Psychologist, or Marriage and Family Therapist. Incumbent must possess a current valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment. **Applicants receiving a conditional offer of employment will be required to show an original social security card and submit to a pre-employment drug screen and additional background checks as required.**

### EXAMINATION/SELECTION PROCESS:

Individuals interested in the position must submit an official Utah County Government application and supplemental questionnaire to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

