

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PROGRAM MANAGER – SUBSTANCE ABUSE  
CLASS CODE: 2051

FLSA STATUS: EXEMPT

EFFECTIVE DATE: AMENDED 4/22/08 (Revised 4/7/98 version)  
DEPARTMENT: SUBSTANCE ABUSE

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### **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.

### **CLASS CHARACTERISTICS**

This is an advanced and licensed supervisory classification level responsible for coordinating a program with multiple units.

### **ESSENTIAL FUNCTIONS**

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.

Supervises and correlates program involvement within the department, and with other County departments, outside agencies, and local, State, and Federal agencies.

Makes maintenance and purchasing decisions for equipment, tools, and supplies 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.

Conducts audit inspections to assess accuracy and completeness of work.

Prepares and submits relevant data per program and agency requirements.

Assesses individual consumer needs and monitors consumer progress toward specific goals and objectives.

Performs chemical dependency assessments, counseling, and crisis intervention as needed.

Develops community understanding of the need for treatment services and provides professional presentations, training, and technical assistance to various groups to advocate support for services.

Develops, coordinates, and distributes treatment information created by other staff members.

Develops short and long term treatment goals using database information, needs assessment information, and referral source input.

Designs and implements appropriate policies, procedures, and standards for providing treatment services including facility licensing review.

Attends meetings and seminars to keep technically current and shares information with assigned staff.

Provides multiaxial diagnosis according to the current edition of the Diagnostic and Statistical Manual of Mental Disorders.

## **PROGRAM MANAGER – SUBSTANCE ABUSE**

4/22/2008

page 2

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Ability

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

### **PHYSICAL DEMANDS**

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds; and Regularly drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in an environmentally controlled building; Work exposes incumbent to contagious or infectious diseases; and Work exposes incumbent to possible bodily injury from potentially hostile situations.

### **EDUCATION AND EXPERIENCE**

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 possess a valid State of Utah driver's license; and 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 multi-axial 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 is required to complete continuing education required to maintain licensure. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.