

ALCOHOL AND DRUG PROGRAM CHIEF

DEFINITION

Under general direction, to plan, organize, and supervise the functions, services, and programs of the Plumas County Alcohol and Drug Program; to be responsible for the development and evaluation of programs and services; to provide counseling services; to represent Alcohol and Drug Programs with community organizations and other government agencies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This single-position class has responsibility for the supervision and coordination of Alcohol and Drug programs in the County Alcohol and Drug Department. The incumbent works closely with the Alcohol and Drug Director in the development and administration of Alcohol and Drug programs. Responsibilities also include providing some direct counseling services.

REPORTS TO

Director of Alcohol and Drug.

CLASSIFICATIONS DIRECTLY SUPERVISED

Alcohol and Drug Therapist I and II, Alcohol and Drug Prevention Coordinator, Community Care Case Manager, Drinking Driver Program Coordinator, Perinatal Specialist, and other contracted program staff.

ALCOHOL AND DRUG PROGRAM CHIEF - 2

EXAMPLES OF DUTIES

- Develops, administers, and evaluates the County Alcohol and Drug Programs in consultation with the Director of Alcohol and Drug.
- Assists with recruitment, staffing, and selection of personnel.
- Supervises, trains, and schedules staff.
- Assists with establishing clinical treatment procedures and processes.
- Provides leadership, clinical supervision, and consultation to staff in the resolution of difficult questions concerning clinical problems and client services.
- Assists with the development of the County's plan for Alcohol and Drug/Prevention and Treatment.
- Works with State Department of Alcohol and Drug Programs.
- Conducts program evaluations.
- Serves as a member of the Plumas County Crisis Intervention Team to assess individuals for involuntary hospitalization.
- Develops policies and procedures.
- Provides supportive services and consultations to private alcohol and drug abuse facilities.
- Develops the budget and monitors financial reports.
- Provides training and education for community organizations.
- Acts as liaison with community groups, and State and local agencies concerned with alcohol and drug problems.
- Analyzes and makes recommendations regarding the effectiveness of services.
- Participates in policy development and implementation.
- Develops grant proposals for development of alcohol and drug services.
- Manages grant compliance.
- Conducts community presentations on alcohol and drug issues.
- Provides services to clients in recovery or in crisis as needed.
- May provide prevention services as needed.
- Implements a Drug Diversion Program for persons ordered into treatment by the Courts.
- Provides records and reports to the County Probation Department and other authorized agencies.
- Refers individuals for residential substance abuse treatment.
- Coordinates in-patient treatments.
- Participates in the emergency "on-call" system on a rotating basis.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

ALCOHOL AND DRUG PROGRAM CHIEF - 3

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Alcohol and drug recovery, rehabilitation, and prevention programs.
- The psychological and physiological effects of commonly misused drugs and alcohol.
- Modern methods of assessing, treating, and counseling person who commonly misuse drugs and alcohol.
- Federal, State and local laws, regulations, policies and standards pertaining to alcohol and drug programs.
- Community organization principles and practices.
- Causes and treatment of alcoholism and drug addictions.
- Crisis intervention principles and techniques.
- Methods and techniques of individual, group and family counseling.
- Methods of program monitoring and evaluation.
- Budget development and control.
- Principles of supervision, training, and employee evaluation.

Ability to:

- Plan, organize, develop, and implement alcohol and drug treatment and prevention programs and services.
- Assign, schedule, supervise, and evaluate staff.
- Develop a budget and control expenditures.
- Develop and implement alcohol and drug education programs for staff and community groups.
- Counsel alcohol and drug clients and conduct group therapy sessions.
- Interpret, apply, and explain Federal, State and local laws, regulations, policies and procedures regarding alcohol and drug problems.
- Effectively represent the Alcohol and Drug Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

ALCOHOL AND DRUG PROGRAM CHIEF - 4

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five (5) years experience in alcohol, drug, medical, mental health, or public health program, which must have included at least two (2) years of responsibility for program planning, administration and supervision of services.

Graduation from a recognized college or university with a Master's degree in Psychology, Counseling, Psychiatric Nursing, or Social Work, including sufficient courses for obtaining the requisite license. Additional education in Health Administration, Business Administration, or Public Administration is desirable.

Special Requirements: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

Possession of a license or eligible for a license (LCSW or MFCC) issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners. License required within two (2) years of employment.