

DIRECTOR OF ALCOHOL AND SUBSTANCE ABUSE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner or Deputy Commissioner, the incumbent of this class is responsible for the direction and management of the activities of the DCMH systems for the treatment and prevention of drug and alcohol abuse, including voluntary, County and State programs. Responsibility includes assuring that the operation of the DCMH program of services is conducted in accordance with established departmental policy and procedures and in conformance with Federal and New York State rules and regulations. Supervision is exercised over a number of program management, clinical, and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Establishes and maintains necessary liaison between the Commissioner, other DCMH staff, and the administration and/or supervision of the various components of the program for treatment and prevention of drug and alcohol abuse to insure compliance with state rules and regulations governing state-aid programs, both operational and capital;

Organizes, in conjunction with agency and direct service administrative personnel the direct operation aspects of the programs through assignment of functions and duties to Program Directors in each service component;

Maintains formal means of accountability with each service component for all fiscal, personnel, licensure, purchasing and data control matters as they pertain to the DCMH program of services;

Maintains organizational statements of mission, unit strengths and personnel rosters;

Monitors a system of responsible accounting, including budget and internal controls, as established by the Director - Administrative Services for the Commissioner - CMHS;

Prepares, in coordination with the Director - Administrative Services the formal annual State and County budget submissions and budget modifications with necessary supporting forms for drug and alcohol abuse treatment and prevention programs;

Reviews and acts for the Commissioner-DCMH upon reports to or from authorized inspecting and/or funding agencies;

Develops and maintains for the Commissioner ongoing relationships with all inspecting and/or funding agencies, and with State facilities for coordinating their services with community based services within their assigned service area, including New York State Office of Alcoholism and Substance Abuse, NYS Department of Health, U.S. Drug Enforcement Administration, U.S. Food and Drug Administration, National Institute for Drug Abuse, and the National Institute for Alcoholism and Alcohol Abuse;

Prepares and issues for the Commissioner-CMH, in conjunction with the operating agencies, standards for patient care and record keeping and conducts or provides for their maintenance through required in-service training and utilization review activities;

Prepares for NYS OASAS Annual Plans for the maintenance and expansion of the Westchester County system of alcohol and drug abuse treatment and prevention services;

EXAMPLES OF WORK (continued):

Prepares for both the NYS Division of Substance Abuse Services and NYS Division of Alcoholism and Alcohol Abuse Annual Plans for the maintenance and expansion of the Westchester County system of alcohol and drug abuse of treatment and prevention services;

Participates, or is represented, in meetings of local and state professional associations and activities;

Provides adequate public and community information;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and techniques used in coordinating and administering the delivery of drug and alcohol abuse treatment and prevention services in both hospital and community-based settings; good knowledge of the techniques used in developing budgets; good knowledge of procedures used in preparing license and registration applications; ability to work cooperatively with professional and administrative personnel; ability to supervise a professional and clerical staff; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; creativity; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree* in either a mental health clinical discipline, mental health administration, public administration, public health, health care administration or business administration, and six years experience (pre or post graduate degree) where the primary function of the position was in a clinical, planning, or managerial capacity, four of which must have been in a supervisory position in a either a hospital, public health, mental health, or chemical dependency agency serving substance abuse and/or alcoholism clients.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State.

West. Co.
J. C.: Competitive
DBB7

Job Class Code: E0355
Job Group: XVI

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