

## PROGRAM ADMINISTRATOR (ALCOHOLISM)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Alcohol and Substance Abuse Services of the Department of Community Mental Health, the incumbent of this class performs work under the auspices of the Employee Assistance Program of Westchester County within an assigned EAP office. Incumbents provide assessment, referral, counseling, and evaluative services for public employees of the County and its local jurisdictions who are confronting personal problems which adversely affect job performance. Incumbents have extensive contact with professionals and treatment providers both public and private, for the treatment of behavioral/medical problems. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Provides assessments and referral services for public employees of the County and its local jurisdictions on matters relating to behavioral/medical or personal problems which adversely affect job performance and/or absenteeism;

Assists in the development and maintenance of a public employee network for EAP services in local jurisdictions throughout Westchester and Putnam Counties;

Develops and maintains a network of professionals and treatment providers both public and private, for the treatment of behavioral/medical problems;

Maintains case files on all client referrals and prepares programmatic reports for this area of responsibility;

Advises County administrators, managers and supervisors of the various components of EAP and on its appropriate implementation within the department;

Develops referral sources;

Provides ongoing EAP sensitivity training for County administrators, managers and supervisors;

Develops and maintains programmatic relationships with labor unions throughout the system;

Provides professional and technical consultation to staff and program facilitators;

Provides case supervision and evaluation for review by professional staff;

Addresses lay, professional and community groups to develop good community relations, publicity, and outreach about program services;

Performs administrative tasks related to case management to insure the smooth and effective operation of the program and the delivery of services.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of facilities and treatment resources, public and private, for the treatment of behavioral/medical problems; good knowledge of New York State guidelines for Employee Assistance Programs as they relate to program objectives; familiarity with civil service laws, rules and regulations as they apply to disciplinary action and disability as well as County rules and regulations involving insurance coverage, sick leave, disciplinary action and grievance procedures; good knowledge of record keeping systems and evaluative techniques; ability to deal and relate effectively with a variety of professional and lay persons; ability to communicate effectively, both verbally and in writing; resourcefulness; leadership; professional and personal integrity; courtesy; tact; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university and either (a) a Bachelor's Degree\* and three years experience in managing the operation of or reviewing the operation of at least two alcoholism treatment modalities as approved by State Standards including in-patient and/or out-patient services; or (b) a Master's Degree\* in the field of Mental Health, Health, Public Health, Administration or Business Administration and two years experience as stated in (a).

SPECIAL REQUIREMENT:

1. At time of appointment, possession of certification as a Social Worker, Psychologist, Registered Nurse, Employee Assistance Professional, Substance Abuse Counselor or Alcoholism Counselor issued by the State of New York.
2. Possession of a valid license to operate a motor vehicle in the State of New York.

\*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.