

PROGRAM ADMINISTRATOR (WELFARE REFORM-SUBSTANCE ABUSE
ASSESSMENTS COORDINATOR)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level management position an incumbent of this class is responsible for the administration, control and implementation of Welfare Reform client drug and alcohol screening mandates, through review of clinical assessments and case management plans for Family Assistance and Safety Net recipients. The incumbent must be knowledgeable in the operation of drug and/or alcohol abuse programs. An incumbent is responsible for monitoring the delivery of recommended services, and functions as a liaison between employment program staff and various service programs, and substance abuse treatment providers. Supervision may be exercised over a number of personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts program planning and proposals to meet the drug/alcohol assessment requirements of federal and State Welfare Reform mandates;

Supervises, coordinates and monitors assessments relating to alcohol or substance abuse barriers to employment and self-sufficiency;

Monitors treatment plans and tracks the delivery of recommended services;

Coordinates Children Services, Day Care staff, and community based case management services with the service needs of individuals with substance abuse conditions;

Confers with representatives of other departments and agencies to discuss problems and possible solutions;

Assists program personnel in the resolution of problems related to clinical or social barriers to Welfare Reform employment goals;

Administers the collection, recording, analysis, interpretation, and reporting of statistics and clinical data to determine and evaluate assessment services;

Performs studies and provides narrative and tabular reports necessary for program control and evaluation activities;

Conducts and responds to reports, audits and studies relative to the program area;

Plans, coordinates and evaluates the work of assigned staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of State, Federal, and local laws, policies and procedures as they relate to health and human services; thorough knowledge of the principles and techniques of social, health, and employability analysis and assessment as applicable to low income populations; a good knowledge of community health and mental health resources; good knowledge of the dynamics of the disease of alcoholism and/or substance abuse, including both the physical and psychological effects of alcohol and drugs; ability to evaluate a problem related to alcoholism and substance abuse and assists clients and/or their families to arrive at solutions which are workable within their individual socio-economic environment; good knowledge of public financial and medical assistance programs and objectives; ability to identify critical factors or program problem areas and to formulate realistic solutions; ability to support recommendations both orally and in writing; ability to establish and maintain effective working relations with professional personnel, elected officials, supporting staff and the general public; resourcefulness; good judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years experience in alcoholism, drug abuse, mental health or health care administration which must have included four years involving the development, analysis, evaluation and control of programs, two years of which must have been in a supervisory or administrative capacity.

SUBSTITUTION: A Master's Degree* may be substituted for the above experience at the rate of 30 credit hours per year for up to three years. There is no substitute for the two years supervisory or administrative experience.

*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 Department of Education as a post-secondary, degree-granting institution.