

PROGRAM COORDINATOR (SUBSTANCE ABUSE SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, in the Division of Alcoholism & Substance Abuse Services of the Department of Community Mental Health, an incumbent develops, administers, and coordinates integrated initiatives related to substance abuse treatment and prevention programs. The incumbent must be knowledgeable in the operation of substance abuse treatment and prevention programs including licensure and fiscal issues. The incumbent is expected to contribute to the development of program operating policy, although operations are carried out within the policies and procedures approved by the Commissioner of Community Mental Health. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Develops, administers and coordinates integrated initiatives related to substance treatment and prevention programs;

Reviews program expenditures and contractual compliance with programmatic goals and objectives;

Assists in the development of solutions to program management issues at contract agencies;

Consults with treatment agency staff on issues such as welfare reform and criminal justice reform as they relate to the availability of and access to substance abuse treatment and prevention resources;

Participates in developing funding proposals in DCMH in response to federal and state RFP's regarding coordination of chemical dependency, vocational rehabilitation, and job coach/case management programming;

Plans, coordinates and evaluates the work of assigned professional and clerical staff to include management of data collection activities necessary for substance abuse treatment and substance abuse prevention initiatives;

Reviews treatment/prevention expansion or enhancement proposals and determines their viability relative to overall strategy, available resources and guidelines set by the New York State Office of Alcohol and Substance Abuse Services (NYS OASAS);

Prepares forms for internal use in order to meet program and reporting requirements;

Responds to audits and prepares reports regarding outcomes using measurable goals and objectives;

Participates in the department's preparation of the Annual Local Government Consolidated Plan for Alcohol/Substance Abuse Services in Westchester County;

Participates in the planning and redesign of the chemical dependency treatment, prevention and recovery system;

EXAMPLES OF WORK: (Cont'd)

Attends meetings, conferences, and seminars as required;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and technologies of chemical dependency treatment and prevention programs; thorough knowledge of the principles and practices of public administration; good knowledge of current trends in the field of chemical dependency services and the regulations affecting the delivery of services in community settings and the eligibility of individuals for the Department of Social Services entitlements for treatment; ability to communicate well with professional and non professional employees and individuals both orally and in writing; ability to develop both substance abuse treatment and prevention programs; ability to collect, organize, analyze, and interpret data and information related the efficacy of those programs; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; sound judgment, resourcefulness, initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelors Degree* and either (a) five years of experience in chemical dependency treatment including two years at the supervisory level; or (b) a Masters Degree* in Public or Business Administration, Vocational Rehabilitation or in a mental health discipline and three years of experience as stated in (a) including two years at the supervisory level; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York 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.