

## PROGRAM DIRECTOR - SUBSTANCE ABUSE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Alcohol and Substance Abuse Services, the incumbent of this position is administratively responsible for the contract management of agencies under contract with the Department of Community Mental Health, which provide treatment for alcohol and substance abuse. The incumbent prepares and reviews program budgets and claims for agencies providing treatment to ensure appropriate program services are delivered. The incumbent must be knowledgeable in all aspects of the operation of alcohol and substance abuse programs including fiscal affairs, logistics, and licensure. The position is characterized by extensive contact with the officials of treatment centers, funding and licensing agencies, both directly and through field coordinators. The incumbent is expected to contribute substantially to the development of program operating policy, although operations are carried out within the policies and procedures approved by the Commissioner of the Department of Community Mental Health. Staff supervision is exercised over administrative matters in the treatment centers and agencies that contract for funding with the Department of Community Mental Health. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs the planning, organization and coordination of various alcohol and substance abuse programs and services through liaison with each subcontracting agencies, affiliated hospitals and centers;

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

Disseminates information from the State to contracting agencies regarding budgeting, contracting, vouchering, program services, quality assurance and licensing requirements;

Maintains the legality of operations through liaison with, and reports to inspecting agencies, including the New York State Office of Alcoholism and Substance Abuse Services, the New York State Department of Health's Bureau of Narcotic Control, the United States Food and Drug Administration, and the United States Drug Enforcement Administration;

Obtains all necessary registrations and certificates to ensure compliance;

Prepares for the Commissioner, written standards for patient care and record keeping; communicates the standards to operating staff through appropriate means, e.g., memoranda, in-service training; institutes and maintains compliance systems;

Acts as a liaison between programs and funding and licensing agencies;

Keeps abreast of developments in the field of alcohol and substance abuse prevention and treatment through participation in the activities of professional associations, etc.;

EXAMPLES OF WORK: (Con't)

Addresses community groups and makes statements to the news media to inform the public of program activities as directed

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 organizational and administrative processes and techniques, particularly as applied to health care facilities and cooperative enterprises; thorough knowledge of the operations of alcohol and substance abuse treatment facilities; good knowledge of administrative, reporting and control procedures and techniques associated with budget, personnel, purchasing, and statistical reporting; good knowledge of the laws applicable to alcohol and substance abuse treatment centers; ability to plan clinic layouts; ability to work cooperatively with professional and non-professional personnel; ability to delegate responsibility effectively; initiative and creativity in recommending policy review or revision and developing procedural changes to improve and economize program services; ability to 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 duties of the position; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree\* in Psychology or Social Work and six years experience in health care administration, three years of which must have included the contract management of the delivery of clinical services in the field of mental health and the treatment of substance abuse; or (b) a Master's Degree\* in Psychology, Social Work, Business or Public Administration and four years experience described in (a) including the three years of specialized experience; 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 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.