

## CHEMICAL DEPENDENCY CLINIC DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing and supervising a chemical dependency clinic providing treatment, prevention and education services. The work is carried out under the general administrative direction of the Director of Community Mental Health Services and under the policy direction of the Delaware County Community Services Board and the New York State Office of Alcoholism and Substance Abuse Services. Within this framework the Director has a wide latitude in the administration and supervision of the overall program including how services will be delivered, establishing program priorities and work procedures, staffing the agency, etc. In addition to the Director's administrative and supervisory responsibilities the Director may handle a caseload of more difficult clients and actively participate in alcohol and substance abuse education and public information programs and other tasks performed by Alcohol and Drug Abuse Counselors. Direct supervision is exercised over counselors, clerical staff and other agency personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Counsels alcohol and substance abusers and their families; Provides daily clinical supervision of the members of the treatment team; Meets with and instructs staff regarding work projects, program objectives, program and treatment techniques and the implementation of policy; Supervises the maintenance of client and other agency records to ensure they are maintained in accordance with standards established by the New York State Office of Alcoholism and Substance Abuse; Observes the delivery of services to ensure compliance with program directives and to ascertain the actual state of the program relative to stated goals; Assists Director of Community Mental Health Services in preparation of an annual plan of alcoholism and substance abuse services including needs assessment, evaluation of current services, development of services and programs to fill programmatic and service gaps; Meets with other community program administrators to discuss and at times negotiate cooperative working agreements; Contacts public officials and community leaders to solicit their views and gain their cooperation in establishing effective alcohol and substance abuse treatment and education programs; Represents the program on various community committees; Prepares annual program budget; Supervises the expenditure of program funds and receipt of revenues; Prepares an annual program report including a fiscal accounting.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principals and practices of alcoholism and substance abuse counseling; Good knowledge of the personal and social problems related to alcoholism and substance abuse; Good knowledge of the resources available in the area to treat alcohol and substance abusers; Good knowledge of the treatment needs of the residents of the County; Good knowledge of promotional, public relations and educational techniques relating to an alcohol abuse program; Good knowledge of the principles and practices of supervision; Ability to plan and organize alcohol and substance abuse treatment and educational services; Ability to motivate clients and staff; Ability to maintain good working relationships with others; Ability to prepare detailed, complex written proposals; Ability to present convincing oral presentations; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

A. Graduation from a regionally accredited or New York State registered college or university with a master's degree in Human Services and (3) Three years full-time or equivalent part-time paid experience in counseling alcohol or substance abusers or individuals with emotional problems or related counseling experience of which 1 year must have involved supervisory or managerial experience for an alcohol and substance abuse treatment program or major component; OR

B. Graduation from a regionally accredited or New York State registered college or university with an bachelor's degree in Human Services, and (5) Five years full-time or equivalent part-time paid experience in counseling alcohol or substance abusers or individuals with emotional problems or related counseling experience of which 1 year must have involved supervisory or managerial experience for an alcohol and substance abuse treatment program or major component.

**NOTE:** Human Services are defined as social work, psychology, early childhood development, mental health, developmental disabilities, gerontology or related field.

**NOTE:** Must be a Master Level Credentialed Alcohol and Substance Abuse Counselor (CASAC), which is currently valid in New York State at the time of appointment; OR Must be a Master Level Counselor with Qualified Health Professional (QHP) Status, which is licensed and registered by New York State Department of Education at the time of appointment.

**NOTE:** A QHP is an individual who has had at least one year of experience in the treatment of alcoholism and/or substance abuse and has completed a formal training program. A QHP includes: CASAC; Physician; Physician Assistant; Certified Nurse Practitioner; Registered Professional Nurse; Psychologist; Rehabilitation Counselor; Therapeutic Recreation Therapist; Occupational Therapist; Clinical Social Worker (LMSW; LCSW); Mental Health Counselor; Marriage and Family Therapist (LMFT); Creative Arts Therapist (LCAT); or a Psychoanalyst.

**NOTE:** Possession of a valid New York State driver's license is required at time of appointment and maintained during employment.

Adopted 8/19/85

Revised 11/30/01; 6/8/11; 1/29/18