

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	TREATMENT PROGRAM SUPERVISOR
DEPARTMENT:	PUBLIC HEALTH
REPORTS TO:	CLINICAL SERVICES COORDINATOR

CLASS CODE: 4076
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Supervises staff and performs complex professional level counseling and therapeutic services to clients who abuse various substances and/or have emotional problems including: developing, implementing and maintaining programs; facilitating group counseling sessions; and making referrals.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.

Plans, develops and implements services for program participants.

Assists in drafting policies and procedures.

Oversees the operations of various programs.

Assists in the development of agency goals and objectives.

Plans, facilitates and participates in treatment team, staff and professional meetings to discuss client program progress and conduct program planning; assists in the provision of staff development and training.

Maintains and provides safe environment for clients and staff.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; creates forms; and relays and interprets administrative decisions, policies and instructions.

Serves as liaison and consultant with legal system, other agencies, schools, organizations, parents, etc. on issues concerning clients including referrals.

Responds to staff crisis and assists in coverage.

Makes presentations to agencies regarding programs offered.

Oversees the development and coordination of various programs; researches information about other programs and implements various components.

Develops screening tools.

Informs supervisor of unusual circumstances/issues concerning program and personnel issues.

Monitors productivity/work flow and resolves problems to ensure deadlines are met.

Assimilates, processes and applies information from a variety of sources.

Maintains and upgrades knowledge, skills, and development by attending seminars, meetings and training programs and reading trade and professional journals and publications.

Oversees the creation and maintenance of financial records, including income and expenses and budget information.

Oversees the preparation of contracts for personal services and programs.

Designs forms and questionnaires.

Prepares articles for publication.

Researches and corrects errors.

Enters and retrieves information into a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports.

Disseminates a variety of information to various agencies, divisions, or departments via telephone, employee meetings, mail or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor=s degree from an accredited four-year college or university in Social Work, Counseling or related field; and,

Three to four years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver=s License

Drug and Alcohol Counseling Certificate (desirable)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administration of staff and activities, either directly or through subordinate supervision.

Modern methods, techniques and procedures used in substance abuse and addiction counseling.

Wellness programs.

Basic human physiology, anatomy and biology.

Internal departmental policies and procedures.

Conflict resolution.

Pharmacology.

Urine collection procedures.

Individual, family and group dynamics.

Interviewing techniques.

Crisis intervention techniques.

Community resources.

Clients legal rights.

Ethical and legal standards.

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Legal system procedures.

Methods and techniques of research, statistical analysis and report presentation.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Case management.

Observing and recording psychiatric behavior.

Developing and teaching classes on various topics.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Using a computer terminal to accurately and rapidly enter and retrieve data and information.

Communicating clearly and effectively, both orally and in writing.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to analyze, evaluate and diagnose situations and adopt effective courses of action.

Ability to write reports.

Ability to speak effectively before public groups and respond to questions.

Ability to deal with problems involving several variables in nonstandardized situations.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.

While performing the essential functions of this job the employee is regularly required to use sound and odor perception and discrimination.

While performing the essential functions of this job the employee is frequently required to lift and/or move up to 10 pounds..

Working Conditions:

Work is performed in a health facility, exposing the employee to people who have the potential to be violent and/or verbally abusive and may carry contagious diseases.

The incumbent's working conditions are typically moderately loud.

file: treatprs.4076

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.