

SUBSTANCE ABUSE PROGRAM SUPERVISOR

Work in this class involves providing administrative and technical supervision to a small treatment staff engaged in providing substance abuse services in a state institution or area mental health program. Staff employees provide counseling services for clients and families, after-care and follow-up services, and information and education services to clients, families, and community groups. Work may involve supervision over multi-discipline professional employees in a small satellite program of an area mental health program. Employees are involved in providing direct clinical treatment services to clients and families up to 50% of their time.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees develop work plans and goals for program components on an annual basis with some projection up to eighteen months. They may provide input to superiors responsible for five-year plans and grant applications.

Organizing and Directing - Employees assign and distribute work to other staff members. They may make changes in line and staff relationships within work unit, operational changes in work assignments, and changes in referral and/or client care procedures. Major program, operational, or organizational changes have to be approved by a superior.

Budgeting - Employees provide input to superiors as to future budget needs for work unit as related to personnel, space, equipment, and supplies. They are responsible for operating within an established budget and may approve expenditures for travel, training and supplies.

Training - Employees assess training needs of staff. They may arrange for appropriate training or provide direct training to staff which may include conceptual training related to clinical treatment services.

Setting Work Standards - Employees provide-some input to superior regarding establishing, developing and revising work standards, policies, and procedures. They are primarily responsible for ensuring that staff adhere to established work standards, policies, and procedures.

Reviewing Work - Employees review work assignments at least weekly through individual meetings with staff members, on-site review of completed work or work in progress, and case staffings.

Counseling and Disciplining - Employees discuss work related problems with subordinates, counsel subordinates, and may issue formal oral and written warnings after receiving approval by or consultation from superior.

Performing Other Personnel Functions - Employees participate in screening and interviewing applicants for vacant positions and normally recommend choice or choices to employing authority; may participate in the final selection process. They conduct performance appraisals for staff on required basis; may recommend staff for salary adjustment, promotion, or severe disciplinary action.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Frequent changes in forms and medical records formats are required by offices at the Federal, State and area level in order to adjust to increasing demands for accountability. Work methods, programs, and goals would be minimally affected by these changes.

Variety of Work Supervised - Employees technically supervise the clinical treatment services being provided in a limited area of responsibility.

Number of Employees Responsible For - Responsible for three to thirteen employees at the professional, clerical, and paraprofessional level.

III. EXTENT OF SUPERVISION RECEIVED: Operation of program plans, proposed actions, and desired changes are usually discussed with immediate supervisor at least weekly for soundness, feasibility, and adherence to policies, procedures and guidelines. Work is further reviewed at least annually by immediate supervisor for normal performance appraisal factors. Work may be reviewed quarterly or annually by state and regional site review teams, from the various funding sources, to determine client case counts, quality of records, programmatic issues, and fiscal issues and reports.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Supervision of staff engaged in providing 24-hour coverage in halfway houses may be required; work force is normally stable; staff may be located in several different work locations within assigned area of responsibility.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of the policies, procedures, and goals of the substance abuse program in the specific area of responsibility. Considerable knowledge of: the varied mental health services and programs throughout the region; local resources and regional facilities for the prevention and treatment of addiction problems, community organization techniques, and applications to substance abuse needs and goals in the area. General knowledge of physiological aspects of substance abuse and referral sources for appropriate medical treatment. Ability to train and supervise a staff of substance abuse counselors and aides, and coordinate and evaluate staff counseling and education services; consult as mental health specialist in substance abuse with professionals in the community on understanding and dealing more effectively with substance abuse; and develop local resources and initiate community organization and development activities relating to substance abuse.

Minimum Education and Experience - Graduation from a four-year college or university and three years of experience in clinical substance abuse, counseling and/or education; or master's degree in human service related field and two years of experience in clinical substance abuse counseling and/or education; or graduation from a four-year college or university and four years of experience in a human service field, including at least two years in clinical substance abuse counseling and/or education; or graduation from an associate or diploma school of nursing and five years of psychiatric nursing experience, including at least three years with substance abusers; or completion of a mental health associate program at a community college and five years of human service experience, including at least three years in clinical substance abuse counseling and education; or an equivalent combination of education and experience.