

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## JOB ANNOUNCEMENT

**POSITION: DEPUTY DIRECTOR - Clinical Services aDDAPT**

Posting# 1351-0515md

### REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

**STARTING SALARY: Step 53; \$2,485 bi-weekly** - \$31.06 per hour *plus benefits package*  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** April 23, 2015

**CLOSING DATE:** \*Open until filled

**\*All applications received by May 8, 2015** will be screened by the Personnel Office.

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Personnel Office will continue to consider qualified candidates as needed until the position is filled.

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

### JOB SUMMARY:

Under general direction, manages clinical aspects of all programs and services provided by the Department of Drug and Alcohol Prevention and Treatment.

### DUTIES INCLUDE:

**Directs** all clinical services for Departmental prevention and treatment programs, including approval of practices and standards.

**Performs** literature reviews to establish the reliability, validity, and general clinical acceptance of all treatment and prevention services.

**Provides** technical assistance, training, leadership and support to enhance communication and cooperation between various programs of the Department and contractor providers.

**Develops** and monitors standards for utilization of treatment and prevention services, such as screening, evaluation, and service placement, appropriate level of care for new and existing clients of the Department, authorization for intensity, length of stay in a program, transfer, and discharge.

**Performs** site visits and attends clinical staff meetings, monitors fidelity of treatment and prevention services provided, and reviews quality assurance data to ensure appropriate service delivery. to coordinate and achieve multi-agency goals and objectives.

### EVALUATION AND SELECTION FACTORS INCLUDE:

**Knowledge of:** Prevention and treatment best practices for individuals suffering from substance use related disorders and co-occurring mental health disorders; Needs of special populations in substance use disorder programs, such as juvenile justice, child welfare, adult criminal justice, co-occurring substance use and mental health disorders, LGBT, women, racial and ethnic minorities, and youth; National organizations considered leaders of the field of prevention and treatment of substance use disorders (such as SAMHSA, NIDA, NIAAA, NDCI, and others); Utilization management and quality assurance practices; state, county, and local government organization, statutory responsibilities and functions and Modern office procedures.

**Skill in:** Creative thinking and analytical problem solving; Functioning as a mental health therapist specifically in treatment with individuals suffering from substance use related disorders and co-occurring mental health disorders; Using electronic health record systems; Training others; Public speaking and interpersonal communication; Word processing, spreadsheet, and other basic computer applications; document composition; Reading writing clinical technical publications, books, manuals, and handbooks and Basic mathematics including the ability to understand and explain descriptive and basic analytical statistics.

**Ability to:** Maintain cooperative working relationships with those contacted in the course of work activities; Communicate effectively verbally and in writing; Work with limited supervision; Maintain files, records, and reports and Coordinate multiple tasks efficiently.

**REQUIREMENTS FOR EMPLOYMENT:**

Master degree in Social Work, Sociology, Psychology, Educational Psychology, or a related social services field plus five (5) years of work experience in substance use disorder services including any combination of direct services, supervision, program planning, and administration, which includes a minimum of one year in a lead, supervisory, or administrative capacity. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:**

Applicants must be licensed as a Mental Health Professional in the State of Utah. Out-of-state applicants must possess a similar license from another state and, if selected, obtain required Utah licensure during the probationary period. Incumbents are required to complete continuing education required to maintain licensure. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

