

**POSITION: PROGRAM MANAGER – DRUG & ALCOHOL PREVENTION AND TREATMENT
POSTING # 2051-0617ksa**

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

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: PROGRAM MANAGER – DDAPT

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REQUIRED ATTACHMENTS TO APPLICATION:

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

STARTING SALARY: Step 46 – 52 \$26.93 hour - \$30.96 hour / \$2,154 biweekly - \$2,447 biweekly
Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: June 13, 2017

CLOSING DATE: Open Until Filled

***All applications received by June 27, 2017** will be screened by the HR Office. Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Human Resources 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 of the Program Services Director, supervises, plans, coordinates, and directs the activities of a program with multiple units including, but not limited to: Assessment, Referral, Tracking, and Case Management Services. Provides individual and group psychotherapy; Adult and Youth Services. Coordinates activities between other programs and units within the Division of Substance Abuse.

DUTIES INCLUDE:

Supervises, plans, and directs the work of the assigned program and coordinates between other units and programs. Makes staffing decisions within the assigned program including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel. Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the assigned program. Supervises and correlates program involvement within the department, and with other County departments, outside agencies, and local, State, and Federal agencies. Makes maintenance and purchasing decisions for equipment, tools, and supplies within the assigned program. Assists in the preparation of the program budget and monitors and approves program related purchase orders and expenditures and assists in the preparation of grant applications. Monitors and assesses the quality of services of assigned programs and acts as a resource for resolving conflicts between staff and other entities including client issues. Conducts audit inspections to assess accuracy and completeness of work. Prepares and submits relevant data per program and agency requirements. Assesses individual consumer needs and monitors consumer progress toward specific goals and objectives. Performs chemical dependency assessments, counseling, and crisis intervention as needed. Develops community understanding of the need for treatment services and provides professional presentations, training, and technical assistance to various groups to advocate support for services.

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EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: Community organization.

Supervisory techniques.

Modern office procedures.

Ability to: Maintain cooperative working relationships with those contacted in the course of work activities.

Communicate effectively verbally and in writing.

Work with groups and individuals at every level of society.

Conduct in-depth program analysis of substance abuse treatment programs.

Maintain files, records, and reports.

Coordinate multiple tasks efficiently.

Skill in: Creative thinking and analytical problem solving.

Training others.

Public speaking and interpersonal communication.

Word processing and basic programs.

Reading, writing, and basic math.

Document composition.

Counseling and psychotherapy.

REQUIREMENTS FOR EMPLOYMENT:

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

Equivalent to a Master's Degree in Social Work, Sociology, Psychology, Educational Psychology, or related social services field; and two (2) years work experience in substance abuse services including any combination of direct services, supervision, program planning, and administration OR three (3) years work experience in mental health services including any combination of direct services, supervision, program planning, and administration.

LICENSURE/CERTIFICATIONS:

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Incumbent must be a Licensed Substance Abuse Counselor (LSAC) or mental health practitioner in the State of Utah. An out-of-state applicant must possess similar licenses from another state and, if selected, will be required to obtain all required Utah licenses during a probationary period. When multiaxial diagnosis is required in the performance of day to day job duties, must have a current Utah license as a Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor, Psychologist, or Marriage and Family Therapist. Incumbent is required to complete continuing education required to maintain licensure.

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 Human Resource 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 Human Resource 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 Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.