

*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 - Drug & Alcohol Prevention & Treatment** Posting# 2051-0315md

### 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 46; \$2,112 bi-weekly - \$26.40 per hour plus benefits package**  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** February 25, 2015

**CLOSING DATE: March 11, 2015**

*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.

**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.

### EVALUATION AND SELECTION FACTORS INCLUDE:

**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 and 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 and Counseling and psychotherapy.

**Knowledge of:** Community organization; Supervisory techniques and Modern office procedures.

### REQUIREMENTS FOR EMPLOYMENT:

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. **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 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 multi-axial 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 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.