

POSITION: Program Manager – DDAPT

Posting # 2051-1017jhm

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 - Justice Program

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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 licensure

STARTING SALARY: Step 46-\$26.93-Step 52-\$30.96, \$2,154-\$2,477 Bi weekly

Salary will be determined upon experience and or education

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

OPENING DATE: October 10, 2017

CLOSING DATE: Open Until Filled

All applications received by October 17th, will be screened by the HR Office. Those applications meeting the specified qualifications and additional screening criteria, will be referred for a hiring interview. The HR 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, this position supervises, plans, coordinates, and directs the activities and personnel of assigned program(s). This role is responsible for quality assurance, regulatory compliance, and budget management through audits, reports, and communication with others. For programs that include clinical services, this role provides individual and group psychotherapy for adult and youth services and requires the employee to be a Licensed Clinical Social Worker (LCSW), Licensed Clinical Mental Health Counselor, Psychologist, or a Marriage and Family Therapist.

DUTIES INCLUDE: Supervise and determine staff and program schedules based on client needs. Assign and delegate staff responsibilities for program and department services. Responsible for hiring, training, job coaching/mentoring, performance evaluations, and retention of assigned personnel. Ensure quality services and accurate documentation within department standards including but not limited to, consistent quality assurance reviews of the electronic health record and direct observation of program services. Manage and coordinate program capacity.

In conjunction with the Deputy Director of Finance, supervise and develop program budget; make maintenance and purchasing decisions for equipment, tools, and supplies within the assigned program. Represent department through community outreach and education. Design and implement appropriate policies, procedures, and standards for providing treatment services. Ensure program and department meet state and federal guidelines, licensing standards and data reporting requirements. Coordinate continuing education of program personnel. Act as a proactive member of the management team and provide leadership according to department values; attend, actively participate, and share information in manager meetings, staff meetings, and state-wide meetings. Provide direct services per program and staffing needs when required.

Additional Essential Functions for Clinical Services Programs

Clinical Services Programs include: Promise-North, Promise-South, Residential, Out Patient, On Unit Treatment (OUT), and Youth Treatment. Develop, coordinate, and distribute treatment information created by other staff members. Develop short and long-term treatment goals using database information, needs assessment information, and referral source input. Design and implement appropriate policies, procedures, and standards for providing treatment services including facility licensing review. Attend meetings and seminars to keep technically current and share information with assigned staff. Provide multi-axial diagnosis according to the current edition of the Diagnostic and Statistical Manual of Mental Disorders.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: community organization, supervisory techniques, modern office procedures.

Skilled 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.

Ability to: maintain cooperative working relationships with those contacted during 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.

REQUIREMENTS FOR EMPLOYMENT:

Required Education and Experience for All Programs:

Equivalent to a Master's Degree in Social Work, Sociology, Psychology, Educational Psychology, or a related social services field. Two (2) years of work experience in substance abuse services including any combination of direct services, supervision, program planning, and administration OR three (3) years of 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: *Non-Clinical Programs* (Drug Court, Access to Recovery, Utah County Adult Probation (UCAP), Clinical Information Systems/screening) Applicants must be a Licensed Substance Abuse Use Disorder Counselor (SUDC), Social Service Worker (SSW), or mental health practitioner in the State of Utah. Out-of-state applicants must possess similar licensure from another state and, if selected, obtain required Utah licensure during the probationary period.

Clinical Services Programs (Promise-North, Promise-South, Residential, Out Patient, On Unit Treatment (OUT), and Youth Treatment) Applicants must be a Licensed Clinical Social Worker (LCSW), Licensed Clinical Mental Health Counselor, Psychologist, or a Marriage and Family Therapist in the State of Utah. Out-of-state applicants must possess similar licensure from another state and, if selected, obtain required Utah licensure during the probationary period.

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.