

POSITION: Program Coordinator-DDAPT

Posting #2120-0118jhm

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

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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 38-\$22.36 – Step 44-\$25.70 per hour, \$1,789-\$2,056 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: January 3, 2018

CLOSING DATE: Open Until Filled

All applications received by January 10, 2018 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 supervision of a Program Services Manager or a Program Manager, provides educational and/or clinical services and coordinates operations of an assigned program such as DUI Education or the On Unit Treatment Program.

DUTIES INCLUDE: Supervises, plans, and coordinates the work of program personnel; oversees training and ensures work is completed accurately and efficiently; identifies, evaluates, and resolves personnel concerns.

Evaluates performance and conducts performance appraisals; assists in making staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure. Assists in preparing the program's budget; determines priorities and allocation of funds; monitors purchases and expenditures.

Represents program on behalf of the Utah County Division of Substance Abuse to other public or private agencies; provides information, technical assistance, training, and acts as a resource for various public and private groups and advocates for support of services. Monitors program to ensure compliance with state, federal, and county laws and regulations; assists in the development and implementation of policies, procedures, and standards for providing treatment services.

Develops short and long-term treatment goals for program using Electronic Health Record (EHR) information, needs assessment information, and community input; consults with outside agencies in order to improve service delivery and share information.

DUTIES (cont.) Performs screening services to determine the appropriateness of a client for services; collects drug and alcohol assessment data and gathers information which may be used in the diagnosis and services planning process; makes recommendations to the clinical supervisor regarding appropriate treatment placement; provides intake and program orientation services.

Provides case management services for individual clients as part of the approved treatment plan; monitors and documents progress toward specific goals and objectives; performs crisis intervention services as needed to manage relapse risk.

Insures clinical and administrative record keeping is done in a timely and accurate manner, kept up to date, and meets utilization management and quality assurance standards.

Provides educational services designed to provide the client with information relative to drug and alcohol issues and makes referrals to appropriate support services and/or for ongoing treatment for the client and family members as clinically indicated and appropriate.

EVALUATION AND SELECTION FACTORS INCLUDE:

Considerable Knowledge of: dynamics of drug and alcohol abuse and addiction; human behavior and the change and relapse process; interviewing methods and techniques; the principles and practices of social casework and drug and alcohol assessment instruments.

Skill in: reading, writing, and basic math; word processing and basic programs; creative thinking and analytical problem solving; public speaking and interpersonal communication.

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; identify and assess symptoms of substance abuse; provide effective counseling; train and supervise others; work with groups and individuals at every level of society; coordinate multiple tasks efficiently.

REQUIREMENTS FOR EMPLOYMENT: Bachelor's Degree or equivalent in social work, sociology, psychology, or a related field and (3) years of work experience performing counseling activities in a drug and alcohol prevention and treatment or other mental health treatment setting. Equivalent combinations of education and experience may also be considered. **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:

Applicant must be licensed as a Licensed Substance Abuse Counselor (LSAC), Social Service Worker (SSW), or mental health therapist in the State of Utah according to the Mental Health Professional Practice Act (UCA 58-60). Out-of-state applicants must possess comparable licensure from state of residence, and if selected, must obtain required Utah licensure during the probationary period. 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.