

## JOB ANNOUNCEMENT

**POSITION: PROGRAM COORDINATOR - Drug & Alcohol Prevention & Treatment** Posting# 2120-0615md

### 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; \$1,754 bi-weekly - \$21.93 per hour plus benefits package**  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** May 15, 2015

**CLOSING DATE:** June 1, 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 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.

**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.

**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.

### 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 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.