

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PREVENTION PROGRAM MANAGER – DRUG & ALCOHOL
PREVENTION & TREATMENT
CLASS CODE: 2050
FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR
EFFECTIVE DATE: 1/21/2016 (REVISED 09/26/2014 VERSION)
DEPARTMENT: DRUG & ALCOHOL PREVENTION & TREATMENT

JOB SUMMARY

Under general direction of the Deputy Directors of the Department, this position supervises, plans, coordinates, and directs the activities of the County's drug and alcohol abuse prevention programs.

ESSENTIAL FUNCTIONS

Supervises, plans, coordinates, and directs the work of the Department's Drug & Alcohol Prevention programs, practices and systems.

Maintains a comprehensive array of universal, selective, and indicated services delivered by Department staff and contract providers.

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, volunteer groups, outside agencies, and local, State, and Federal agencies.

Represents department at other agencies' meetings and on boards and advisory councils.

Under the direction of the Director of the Department, engages in public policy advocacy at all levels of government.

Makes maintenance and purchasing decisions for equipment, tools, and supplies within the assigned program.

Works with the Deputy Directors, County Attorney, and County Purchasing Manager to procure prevention and early intervention services to be provided by outside agencies such as school districts, city governments and other community based prevention providers.

Prepares contracts for prevention services and activities with multiple agencies within Utah County.

Monitors contract compliance with all prevention subcontractors to ensure services provided meet all minimum standards for scope of work, data collection, reporting, and other terms and conditions.

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.

CLASS TITLE: PREVENTION PROGRAM MANAGER – DRUG & ALCOHOL
PREVENTION & TREATMENT

CLASS CODE: 2050

PAGE 2

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 reports and data per program and agency requirements.

Completes the prevention portion of the annual local area plan.

Represents the County to school districts, public agencies, other community organizations, and media regarding drug and alcohol prevention issues.

Coordinates the activities of the County prevention community key leaders.

Ensures County compliance with all requirements of State and Federal contracts and grants.

Develops community understanding of the need for prevention and treatment services and provides professional presentations, training, and technical assistance to various groups to advocate support for services.

Designs and implements appropriate policies, procedures, and standards for providing prevention services.

Attends meetings, trainings and seminars, reads books and professional journals to keep technically current and shares information with assigned staff.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Community organization.

Management and effective leadership techniques for individuals, small and large groups and teams.

Technical reading, technical writing, and basic math.

Descriptive and analytical statistics.

Word processing, spreadsheet, presentation, and other business computer applications.

Skill in:

Creative thinking and analytical problem solving.

Public speaking and interpersonal communication.

Composition of technical documents such as grant applications and program summaries.

Ability to:

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

Coordinate multiple tasks efficiently.

Communicate effectively verbally and in writing.

Work with limited supervision.

Work with groups and individuals at every level of society.

Conduct in-depth program analysis of drug and alcohol prevention and early intervention programs.

Coordinate multiple tasks efficiently.

Maintain files, records, and reports.

CLASS TITLE: PREVENTION PROGRAM MANAGER – DRUG & ALCOHOL
PREVENTION & TREATMENT
CLASS CODE: 2050
PAGE 3

PHYSICAL DEMANDS

Typically:

Sit at a desk or table.

Occasionally:

Walk, stand or stoop.

Lift, carry, push, pull or otherwise move objects weighing up to 30 pounds.

Regularly:

Drive a motor vehicle.

Traveling consists of overnight stays within and out of the state.

Work days can consist of longer hours than normal due to program needs and travel expectations.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled building; Work exposes incumbent to contagious or infectious diseases, and requires incumbent to work flexible hours including shifts over 8 hours and some weekend days on occasion. The position requires occasional overnight out of town travel on personal vehicle, and commercial air and ground transportation.

EDUCATION AND EXPERIENCE

Equivalent to a Master's Degree in Social Work, Sociology, Psychology, Educational Psychology, Public Health, community health, health promotion or related social services field; and a minimum of two (2) years work experience in substance use disorders, mental health, or public health including any combination of direct services, supervision, management, program planning, and administration. One (1) year of the required related work experience must have been recent supervisory experience in a behavioral health or public health setting.

LICENSING AND CERTIFICATION

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

Licensing under the Utah Mental Health Professional Practice Act (such as CSW, LCSW, LMFT, LMHC, SUDC, etc.) preferred. CHES (Certified Health Education Specialist), CPH (Certified in Public Health), National Endorsed Student Assistance Professional (NESAP through NAADAC), Prevention Specialist Certification through IC&RC/AODA, or other nationally recognized prevention related certification preferred.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills and licensure.