

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PROGRAM MANAGER - DRUG & ALCOHOL PREVENTION & TREATMENT  
CLASS CODE: 2051

FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 9/26/2014 (REVISED 4/22/2008 VERSION)  
DEPARTMENT: DRUG & ALCOHOL PREVENTION & TREATMENT

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## **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.

## **CLASS CHARACTERISTICS**

This is an advanced and licensed supervisory classification level responsible for coordinating a program with multiple units.

## **ESSENTIAL FUNCTIONS**

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.

Supervises and correlates program involvement within the department, and with other County departments, outside agencies, and local, State, and Federal agencies.

Makes maintenance and purchasing decisions for equipment, tools, and supplies 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.

Conducts audit inspections to assess accuracy and completeness of work.

Prepares and submits relevant data per program and agency requirements.

Assesses individual consumer needs and monitors consumer progress toward specific goals and objectives.

Performs chemical dependency assessments, counseling, and crisis intervention as needed.

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

Develops, coordinates, and distributes treatment information created by other staff members.

Develops short and long term treatment goals using database information, needs assessment information, and referral source input.

Designs and implements appropriate policies, procedures, and standards for providing treatment services including facility licensing review.

Attends meetings and seminars to keep technically current and shares information with assigned staff.

Provides multiaxial diagnosis according to the current edition of the Diagnostic and Statistical Manual of Mental Disorders.

**KNOWLEDGE, SKILLS, AND ABILITIES**

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.

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.

Counseling and psychotherapy.

Knowledge of: Community organization.

Supervisory techniques.

Modern office procedures.

**PHYSICAL DEMANDS**

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds; and Regularly drives a motor vehicle.

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 Work exposes incumbent to possible bodily injury from potentially hostile situations.

**EDUCATION AND EXPERIENCE**

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.

**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. 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 multiaxial 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 .

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.