

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PROGRAM COORDINATOR - DRUG & ALCOHOL PREVENTION & TREATMENT  
CLASS CODE: 2120  
FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: SUPERVISOR  
EFFECTIVE DATE: 9/29/2014 (REVISED 3/3/2010 VERSION)  
DEPARTMENT: DRUG & ALCOHOL PREVENTION & TREATMENT

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## **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.

## **GENERAL ESSENTIAL DUTIES**

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.

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.

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### **ADDITIONAL ESSENTIAL DUTIES SPECIFIC TO ASSIGNED FUNCTION**

#### **On Unit Treatment (OUT) Program**

Meets with jail personnel to coordinate management of the inmate population for drug and alcohol treatment.

Develops and presents drug and alcohol counseling, life skills and other course curriculum; schedules classes.

#### **DUI Education Program**

Insures DUI course curriculum is taught as mandated by state statute and administrative rule.

Prepares statistical information including number of referrals by source and completed evaluations.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**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.

### **PHYSICAL DEMANDS**

**Regularly:** sits at a desk or table; walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail.

**Occasionally:** lifts or otherwise moves objects weighing up to 40 pounds.

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 occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances.

### **EDUCATION AND EXPERIENCE**

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.

### **LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS**

Selected applicants may be subject to a criminal background check.

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.

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.