

SUBSTANCE ABUSE PROGRAM SUPERVISOR**NATURE OF WORK IN THIS CLASS:**

Develops and administers substance abuse and mental health services programs.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed; nor do the examples cover all duties which may be performed.)

Supervises the development, implementation and maintenance of substance abuse and mental health services programs.

Monitors program activities and insures compliance with federal and local laws, regulations, and other program guidelines.

Develops appropriate mechanisms and means to determine the incidence and prevalence of substance abuse, the service requirements of substance abusers, and the most effective and responsive means for the delivery of program services.

Negotiates, recommends and administers contracts with public and private agencies and organizations providing rehabilitation treatment and/or special projects.

Develops and assures smooth functioning of the interface between treatment and rehabilitation and the criminal justice system.

Addresses groups and organizations concerning substance abuse and mental health issues.

Maintains records and prepares various reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of controlled substances and the known effects of alcohol and drug abuse.

Knowledge of the dynamics of human behavior.

Knowledge of the principles and practices of management.

Ability to develop and implement substance abuse and mental health services programs.

Ability to supervise the work of others.

Ability to interpret, apply and make decisions in accordance with pertinent laws, regulations, and other program guidelines.

Ability to analyze and evaluate program plans and operations and initiate changes/make recommendations regarding policy and operational methods directed toward their improvements.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

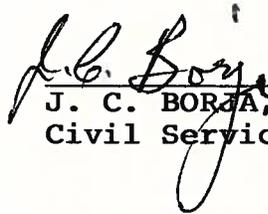
MINIMUM EXPERIENCE AND TRAINING:

a) Four years of professional experience in the implementation of substance abuse/mental health program, and graduation from a recognized college or university with a Bachelor's degree in psychology, social work, public administration or related fields; or

b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

Established: July, 1980

Pay Range: 36



J. C. BORJA, Executive Director
Civil Service Commission