

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DEPUTY DIRECTOR – CLINICAL SERVICES
CLASS CODE: 1351

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 4/20/2015
DEPARTMENT: DRUG AND ALCOHOL PREVENTION AND TREATMENT

JOB SUMMARY

Under general direction, manages clinical aspects of all programs and services provided by the Department of Drug and Alcohol Prevention and Treatment.

ESSENTIAL FUNCTIONS

Directs all clinical services for Departmental prevention and treatment programs, including approval of practices and standards.

Performs literature reviews to establish the reliability, validity, and general clinical acceptance of all treatment and prevention services.

In collaboration with other Department management staff, assists in negotiating and preparing contracts, program budgets and adjustments, grant applications, funding applications and reports, and coordinates clinical services to ensure efficiency and avoid duplication.

Keeps the Director informed of clinical operations and quality of services delivered by the Division's programs and contract providers.

Provides technical assistance, training, leadership and support to enhance communication and cooperation between various programs of the Department and contractor providers.

Develops and monitors standards for utilization of treatment and prevention services, such as screening, evaluation, and service placement, appropriate level of care for new and existing clients of the Department, authorization for intensity, length of stay in a program, transfer, and discharge.

Performs site visits and attends clinical staff meetings, monitors fidelity of treatment and prevention services provided, and reviews quality assurance data to ensure appropriate service delivery.

In cooperation with other Department management staff, makes staffing decisions including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.

Works in cooperation with other Department management staff to design and complete performance and outcome monitoring studies.

Oversees the continuing clinical education functions of the Department including curriculum development, approval of outside training programs for clinical staff, and maintenance of continuing education records.

Maintains and updates personal and professional skill levels and professional licensing, as appropriate.

Ensures that all licensed clinical staff maintain and update personal and professional skill levels and professional licensing, as appropriate.

Ensures adherence to all required clinical supervision activities for Department staff and interns.

Represents the Department on all clinical committees and work groups of professional associations, state and federal agencies, other social service agencies, community groups, law enforcement agencies, courts and educational institutions to coordinate and achieve multi-agency goals and objectives.

Assists in the development of short and long term department goals using performance and fiscal data, needs assessment strategies, and community input.

Develops and implements appropriate policies, procedures, and standards for providing treatment services.

Develops clinical aspects of new programs as determined through needs assessment and initiates the implementation of such programs directly or through subcontracting in cooperation with other Department management staff.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Prevention and treatment best practices for individuals suffering from substance use related disorders and co-occurring mental health disorders.
- Needs of special populations in substance use disorder programs, such as juvenile justice, child welfare, adult criminal justice, co-occurring substance use and mental health disorders, LGBT, women, racial and ethnic minorities, and youth.
- National organizations considered leaders of the field of prevention and treatment of substance use disorders (such as SAMHSA, NIDA, NIAAA, NDCI, and others).
- Utilization management and quality assurance practices; state, county, and local government organization, statutory responsibilities and functions.
- Modern office procedures.

Skill in:

- Creative thinking and analytical problem solving.
- Functioning as a mental health therapist specifically in treatment with individuals suffering from substance use related disorders and co-occurring mental health disorders.
- Using electronic health record systems.
- Training others.
- Public speaking and interpersonal communication.
- Word processing, spreadsheet, and other basic computer applications; document composition.
- Reading writing clinical technical publications, books, manuals, and handbooks.
- Basic mathematics including the ability to understand and explain descriptive and basic analytical statistics.

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.
- Maintain files, records, and reports.
- Coordinate multiple tasks efficiently;

PHYSICAL DEMANDS

Typically:

Sits at a desk or table.

Regularly:

Walks, stands, or stoops.

Drives a motor vehicle.

Works for sustained periods of time maintaining concentrated attention to detail.

Occasionally:

Lifts or otherwise moves objects weighing up to 30 pounds.

Walks long distances required for commercial air travel, advocacy work with state and national legislative agencies.

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

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WORKING CONDITIONS

Work is typically performed in an environmentally controlled building. Work exposes incumbent to contagious or infectious diseases. Work exposes incumbent to possible bodily injury from potentially hostile situations.

EDUCATION AND EXPERIENCE

Master degree in Social Work, Sociology, Psychology, Educational Psychology, or a related social services field plus five (5) years of work experience in substance use disorder services including any combination of direct services, supervision, program planning, and administration, which includes a minimum of one year in a lead, supervisory, or administrative capacity.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

- Applicants must be licensed as a Mental Health Professional in the State of Utah. Out-of-state applicants must possess a similar license from another state and, if selected, obtain required Utah licensure during the probationary period. Incumbents are required to complete continuing education required to maintain licensure.
- Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
- Selected applicants are subject to a background check.

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.