

POSITION DESCRIPTION**PROGRAM DIRECTOR III**

Women's SA Residential Services
Center for Emergency Services & Short-term Stabilization Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Program Director III

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA exempt position in which the incumbent serves as a Program Director for the Women's SA Center. The incumbent reports to the Sr. Director of Emergency Services & Short-term Stabilization Services and receives general supervision, referring specific situations to the supervisor when clarification or interpretation of policy is needed.

Under the guidance of the Sr. Director, the incumbent implements residential SA treatment for admitted participants. He/she is responsible for planning, staffing and coordinating services for the program. The incumbent provides training and supervision of staff in alcohol/drug addiction treatment, symptomatology, medical emergency techniques and center/agency rules, policies and procedures. He/she coordinates with community agencies including local courts, social services and alcohol/drug addiction rehabilitation services, employment agencies and law enforcement. He/she serves as immediate clinical supervisor for Women's SA Center staff.

The incumbent is trained and supervised in the performance of his/her tasks by the Sr. Director. In carrying out position duties, he/she performs in accordance with applicable professional ethics and established Region Ten policies as well as those of DBHDS.

The HIPPA access level for this position is Level Two

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *Develops SA women's Residential Program as defined by the mission of this project in collaboration with the Sr. Director of Access and Adult Clinical Services.
2. *Implements a supervised substance abuse residential treatment program for women, and their children, with alcohol and drug abuse and addiction, including for those with co-occurring SA and mental health conditions, and including the assessment for, referral, and coordination of essential clinical, day support, and vocational services.
3. *Manage overall program, including program budget, Policy and Procedure manuals, payroll documentation, employee performance reviews, recruiting staff, managing interpersonal staff conflicts; arranging in-service training schedule; managing client admissions and discharges.
4. *Oversees the facilitation of individual and group counseling as required to ensure that the needs of the program are maintained.
5. *Oversees the assessment and referral for services and determines eligibility and appropriateness for all levels of service.
6. Provides ongoing assessment and monitoring of client clinical status, medical/health status, including a program of medication monitoring, delivery and provision of education concerning risks and side effects.
7. Provides or arranges the ongoing training in issues relevant to outcomes based clinical care, recovery and medical management of the center's participants as needed.
8. *Implements policy and practice for the prevention and management of resident crises, including the training of staff and provisions for on-call back-up staff weeknights and weekends.
9. *Coordinates resident services with outside resources, maintaining effective, responsive relationships to funding authorities.
10. *Manages the facility, initiating and coordinating services/repairs to maintain the residence in a safe and attractive manner to meet fire and building codes. Modifies environments and materials to meet physical disability needs of residents.
11. * Develops and revises policies and procedures for daily operations to reflect current practices and to meet current standards.
12. Maintains valid First Aid, CPR Medication administration, non-aversive behavior management and defensive driving in order to ensure the safe and efficient operation of the residence and to comply with state/federal residential staffing requirements. Performs First Aid and CPR as required.
13. Responsible to ensure all therapeutic and program components adhere to regulatory guidelines (42CFR, 45CFR, Chapter 397 FS, Chapter 394 FS, Chapter 916 FS, etc), maintaining license standards (65D-30, 65E-14, etc), contract specifications (DOC, DCF, etc.), Medicaid and accreditation (CARF) compliance.
14. Oversees the full integration of Patient Centered Care especially in regards to patient confidentiality, autonomy, treatment planning, and self-directed treatment.
15. *Oversees program schedule to meet the unique needs of patient population based on required level of care, balancing both quality and efficiency.
16. Responsible to review counselor resumes, interview, and hire appropriate and qualified staff.
17. Responsible for review of all clinical documentation to ensure content adheres to above listed guidelines, standards, specifications, etc.
18. Responsible for participating in all clinical aspects of monitoring, certification and accreditation meetings as set forth by Region Ten.
19. Monitor the clinical programming to ensure clinical effectiveness.

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20. Responsible for new clinical staff orientation and training, including monitoring work for accuracy during probationary period.
21. Responsible for forming relationships and linkages with judicial and other organizations in the local community and outlying areas to publicize and integrate services as well as ensure the growth and success of the program
22. Responsible for the management of all program staff, including their scheduling and monitoring of leave and attendance
23. Facilitate clinical staff meeting, providing agenda, attendance and meeting minutes
24. Will prepare reports and present program issues for staffing with the Senior Director
25. Provide direct therapeutic services as needed.
26. Weekly group Clinical Supervision with program counselors; monthly individual Clinical Supervision with program counselors
27. Evaluate and monitor all program procedures for efficiency and effectiveness.
28. Other responsibilities as may be assigned by Sr. Director

QUALIFICATIONS:

To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. Master's degree in licensure eligible field and two year's supervisory experience are required. LPC or LCWS, registered with Virginia's Department of Health Professionals, or registration required within 6 months of hire; LPC or LCSW in Virginia preferred. In addition, the incumbent must possess the following knowledge, skills and abilities:

Knowledge of: substance addiction counseling theory and practice; residential treatment center service regulations; Program development, policy development, the nature of serious mental illness in adults and mental illness with chemical abuse; crisis recognition, prevention, and management techniques; supervision principles; treatment modalities and intervention techniques, such as behavior management, independent living skills training, supportive counseling, family education, crisis intervention, discharge planning and services coordination; substance abuse symptomatology; medications - side effects; different types of assessments, planning; consumers' rights; local community resources and service delivery systems, including support services (e.g., housing, financial, social welfare, dental, transportation, communication, recreation, legal/advocacy), and general community resources (e.g., churches, clubs, self-help groups); types of mental health and substance addiction services; effective oral, written and interpersonal communication principles and techniques; general principles of record documentation; the service planning process and major components of a service plan.

Skills in: Program and policy development, staff supervision and leadership; developing cohesive team efforts; interviewing; observing, recording and reporting on an individual's functioning (observation of medication effects, i.e., alcohol and abuse); identifying and documenting a consumer's needs for resources, services and other support; using information from assessments, evaluations, observations and interviews to develop service plans; identifying services within the community and established service system to meet the individual's needs; formulating, writing and implementing individualized service plans to promote goal attainment for persons with substance addictions including those with co-occurring mental illness conditions; negotiating with consumers and service providers; coordinating the provision of services by diverse public and private providers; identifying community resources and organizations; coordinating resources and activities; using assessment tools (e.g., level of functional scale, life profile scale); non-punitive behavior; providing consultation.

Abilities to: Motivate and lead staff; manage changing schedules; communicate clearly, anticipate, prevent and handle crisis demonstrate a positive regard for consumers and their families (e.g., treating consumers as individuals, allowing risk taking, avoiding stereotypes of mentally ill people, respecting consumers' and families' privacy, believing consumers are valuable members of society); be persistent and remain objective; work as a team member, maintaining effective inter- and intra-agency working relationships; work independently, performing position duties under general supervision; communicate effectively, verbally and in writing; drive defensively.

MANAGER PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Manager Performance Evaluation Standards.

POSITION LOCATION: Womens SA Center

Charlottesville, Virginia 22902

POSITION ORGANIZATION CHART

Sr Director
|
Program Director III

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GRADE: 15

Position Description Updated: October 26, 2018

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date