

BEHAVIORAL HEALTH CARE SUPERVISOR (ALCOHOL & DRUG SERVICES)

DEFINITION

Under direction of the Director of the Behavioral Health Department, serves as a first-level supervisor, providing direction to a group of Behavioral Health Counselors and Prevention Specialists in the implementation of alcohol and drug treatment and prevention services; represents the Behavioral Health Department in coordinating treatment and services with schools, community organizations, criminal justice system, and local agencies; assists in the planning and development of alcohol and drug treatment and prevention programs; collects and utilizes client level data to assist in the management of the program; and, to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first line working level supervisor in the Behavioral Health supervisor class series. Responsibilities for this class differ from Behavioral Health Counselor III in that the incumbent is required to provide administrative and clinical supervision to Behavioral Health counselors, prevention specialists, case aides, and transportation aides; assists the Director of the Behavioral Health Department in planning, developing, and managing alcohol and drug treatment and prevention services; responsible for timely and accurate reporting to the State Department of Alcohol and Drug Programs and other funding sources.

REPORTS TO

Behavioral Health Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Behavioral Health Care Counselors I, II & III, and Transportation Officer.

EXAMPLES OF DUTIES

- Provides staff supervision for all aspects of the alcohol and drug services program;
- Interviews and selects candidates for alcohol and drug treatment and prevention positions;
- Plans, assigns, and reviews the work of the alcohol and drug treatment and prevention staff insuring coverage of day-to-day operations and the delivery of evidence-based and quality clinical services;
- Conducts annual employee performance evaluations and provides guidance and support in the professional development of staff;
- Implements disciplinary action when necessary in consultation with the Director of Behavioral Health;

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- Collaborates with the Director in the planning, development and implementation of clinical operations;
- Provides liaison with physicians, schools, correctional and probation agencies, court, and others to facilitate communication and service provision to the program's clients;
- Mediates and facilitates intra- and inter-program issues needing a system perspective;
- Plans, recommends, and executes quality initiatives related to alcohol and drug program standards of practice;
- Develops and monitors program policies and procedures;
- Prepares and/or approves program work plans and reports in a thorough and timely basis for program management purposes and all program funding sources;
- Assists the Director of Behavioral Health in assessing community needs, setting program priorities, and developing a plan of action to meet those needs; and,
- Coordinates the development and implementation of specialized prevention and recovery support services.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and methods of administrative and clinical supervision.
- Alcohol and drug abuse assessment, treatment, and prevention methods and issues.
- Principles, procedures, techniques and trends in alcohol and drug counseling and prevention.
- Community organizations and resources
- The laws, rules, and regulations related to the treatment of offenders involved in the criminal justice system.
- Assessment, treatment planning, counseling, and evaluation techniques.
- Principles of individual and group behavior.
- Methods of applying quality assurance measures.
- Program planning and development.

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Ability to:

- Effectively counsel staff in the performance of their duties.
- Analyze situations and behavior patterns, adopting appropriate courses of action.
- Establish and maintain cooperative working relationships.
- Interpret, apply, and explain Federal and State laws, rules, and regulations governing behavioral health programs and services.
- Make public speaking presentations before groups and organizations.
- Effectively communicate verbally and in writing.
- Maintain the confidentiality of administrative, personnel, and clinical information.
- Maintain composure in emergency and stressful situations.
- Deal tactfully, respectfully, and courteously with the public and other County staff.
- Effectively represent Amador County Behavioral Health Department services with the public and community organizations.
- Develop and implement specialized alcohol and drug abuse prevention and treatment programs.

MINIMUM QUALIFICATIONS

Education and Experience:

Three (3) years of alcohol and drug counseling experience equivalent to an Alcohol and Drug Counselor II in Amador County, with at least one (1) year in a lead capacity. One (1) year of previous supervisory experience can be substituted for the one (1) year experience in a lead position.

Graduation from an accredited college or university with a Master's degree in counseling, psychology, social work, or closely related field may substitute for one year of required experience.

Certificates and/or Licenses Required:

Certification as a California Association of Alcoholism and Drug Abuse Counselors (CAADAC) Certified Clinical Supervisor (CCS) or Licensed Alcohol & Drug Counselor (LADC) or equivalent as determined by the State; and/or Licensed Clinical Social Worker (L.C.S.W.) or Marriage and Family Therapist (M.F.T.).

Special Requirement: Possession of California Driver's license as issued by the California Department of Motor Vehicles.