

## **BHC PROGRAM MANAGER-COMMUNITY SERVICES**

### **DEFINITION**

Under direction, serves as a Program Manager, performing administrative and supervisory duties in relation to the planning, implementation, and oversight of the Substance Use Disorder program for the County of Amador. This includes, but is not limited to program development, community outreach, RFA-RFP development, program implementation, program monitoring and evaluation, and program service coordination. The incumbent is a member and works collaboratively with the Behavioral Health Department's management/supervisory team.

### **DISTINGUISHING CHARACTERISTICS**

This is the first line program manager in the Behavioral Health Department management class series. Responsibilities for the class differ from Behavioral Health Care Supervisor in that the incumbent is required to provide administrative, fiscal monitoring and supervisory services to a distinct program within the Behavioral Health Department; to assist the Director of Behavioral Health in planning, developing, and managing Substance Use Disorder programs; and, responsible for timely and accurate reporting to funding sources.

### **REPORTS TO**

Director of Behavioral Health

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Behavioral Health Care Counselor I and II, Rehabilitation Specialist and Problem Gambling Counselor (also known as Behavioral Health Care Counselor I/II)

### **EXAMPLES OF DUTIES**

- Keeps Director fully updated and informed of all critical issues related to the program/s.
- Directs, manages and supervises the activities of assigned staff including hiring, orientating and training, handling disciplinary action, and conducting performance evaluations.
- Provides matrix supervision for program staff working in other sections and services of the Behavioral Health Department, including Mental Health Services, Department committees, quality management, program evaluation, and performance management.
- Assists in budget preparation and administration of the program.
- Develops policies and procedures for the program and ensures compliance through regular monitoring and reports.
- Coordinates the planning and development of RFP's, including Bidders' Conferences, Evaluation Panels, applicant selection, and award recommendations to the Director.

- Seeks additional funding resources, prepares and plans grant applications.
- Tracks, collects data and prepares various reports of effectiveness and efficiency of Substance Use Disorder and Prevention programs for children, families, youth, transitional age youth, adults and older adults.
- Collaborates with the Quality Assurance section to insure performance and outcome based practice; and, evaluates operations and recommends improvements and modifications.
- Facilitates and / or attends a variety of internal and external meetings including departmental, advisory board and related meetings; prepares presentation material for meetings; disseminates information to department staff, stakeholder, and community organizations.
- Develops and promotes Substance Use Disorder/Prevention education in the community, utilizing various modalities.
- Other duties as assigned by the Director.

#### **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 performed in an office environment and in meetings in the community; some out of town travel required; continuous contact with staff and the public.

#### **DESIRABLE QUALIFICATIONS**

##### **Knowledge of:**

- Program development principles, including the design and implementation of Substance Use Disorder treatment.
- Fluent in principles, procedures, issues, and trends in Substance Use Disorder prevention, treatment, stabilization, and recovery.
- Community organizations' activities, other county departments' functions, and other resources pertinent to the operation of the program.
- Application of quality assurance and program evaluation.
- Grant writing, reporting, data collection and grant administration for Substance Use Disorder programs.
- Legislative and administrative rules and regulations pertaining to Substance Use Disorder.

- Principles and methods of administrative supervision, staff development, and training.

Ability to:

- Effectively represent Amador County Behavioral Health Department services with public and community organizations.
- Assist in budget preparation and administration.
- Design and implement program evaluation strategies to account for outcomes.
- Interpret, apply, and explain Federal and State laws, rules, and regulations governing Substance Use Disorder programs and services.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Deal tactfully, respectfully, and courteously with the public and other County staff.
- Make public speaking presentations before groups and organizations.
- Develop new programs and outreach in collaboration with partner agencies, focusing on integration of services, in a culturally and linguistically competent manner, including the underserved and un-served throughout Amador County.
- Maintain the confidentiality of administrative, personnel, and clinical information.
- Effectively counsel staff in the performance of their duties.

**MINIMUM QUALIFICATIONS**

Any combination of education and experience that prepares the candidate for the job requirements.

Education:

Must be currently Substance Use Disorder Certified with qualifying DHCS entity (CCAPP, CADTP, CAADE). Master's degree in Human Services related field such as MSW/LCSW or MFT / LMFT preferred.

Experience:

An applicant will have a preferred five years of administration experience; and, successful past performance in developing and monitoring programs or three years as a Behavioral Health Care Supervisor.

Special Requirement:

Possession of a valid California Driver's license as issued by the California Department of Motor Vehicles.