

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted: 08/13/08

DIRECTOR OF SUBSTANCE ABUSE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The Director of Substance Abuse Services has overall management responsibilities, administratively and clinically, for the substance abuse program(s) to which assigned. The incumbent is responsible for the administrative oversight for the substance abuse service delivery system. The Director of Substance Abuse Services reports to the Commissioner of the department. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and oversees the overall administration of programs provided through contracted services and those mandated to be performed within the department;

Supervises staff members;

Plans, organizes and proposes changes in clinical functioning;

Provides leadership to the program;

Participates in surveys, studies, and research on program related topics;

Participates in conferences and community programs with state partners or other agencies;

Compiles and reviews appropriate records and reports as required;

Facilitates collaboration with community and/or state partners;

Assists in preparing grants or other funding requests and seeks out additional funding sources;

Compiles and analyzes data that may be utilized to provide more efficient service delivery, provide information to management, gather data and generate reports for monitoring and evaluation purposes and mandated reporting;

Actively participates in community-wide coalitions, committees, or task forces.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of administrative principles; comprehensive knowledge of the functioning of substance abuse continuum of services, community resources and how to utilize them effectively; comprehensive knowledge of the principles, methods, techniques and practices of substance abuse prevention and treatment; ability to organize, direct, and coordinate the services of the substance abuse system; ability to provide professional leadership; ability to plan and supervise a multi-disciplinary team; ability to prepare technical and informational data.

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MINIMUM QUALIFICATIONS:

Candidates must hold a New York State Division of Alcoholism and Alcohol Abuse credential as an Alcoholism Counselor (CASAC); **AND**

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Human Services, Social Work, Psychology, Sociology, Anthropology, Marriage and Family Counseling, Early Childhood, Public Health or Nursing, **AND** one (1) year supervisory experience in human services work; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Human Services, Social Work, Psychology, Sociology, Anthropology, Family Counseling, Early Childhood, Public Health or Nursing **AND** two (2) years experience in a human services work environment, one (1) year of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner. The incumbent must possess a valid New York State driver's license at time of appointment and must maintain license throughout appointment.

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