

**BUTLER COUNTY MENTAL HEALTH &
ADDICTION RECOVERY SERVICES BOARD**

POSITION DESCRIPTION

JOB CLASSIFICATION TITLE: Director of Alcohol & Drug Addiction Services

EMPLOYMENT STATUS:	Full Time	REPORTS TO:	Senior Director of Alcohol & Drug Addiction Services
FLSA STATUS:	Exempt	CIVIL SERVICE STATUS:	Unclassified
FLSA TYPE:	Administrative	ORC CODE:	124.11 (A)18

DISTINGUISHING JOB CHARACTERISTICS

An addictions and mental health professional who assists & maintains responsibility for alcohol and drug addiction treatment and program planning and evaluation of contract agency addiction recovery services. In addition, some mental health quality assurance responsibilities will be required. Coordinates professional services provided by contract agencies for persons with alcohol and/or drug addictions. Periodically travels and works at contract agency sites throughout Butler County.

Serves in an unclassified position at the pleasure of the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Each employee is expected to perform essential duties to job performance standards. Reasonable accommodations are made for an otherwise qualified employee with a disability covered by the Americans with Disabilities Act (ADA), in so far as the accommodation does not create an undue hardship on the Agency.

Develops plans for new programs or activities in collaboration with other Board staff, outside organizations and others. Meets with agencies to identify service needs to consumers and makes recommendations to the Senior Director of Alcohol & Drug Addiction Services regarding the most effective strategies to meet those needs. Assists with preparation of alcohol and other drug related sections of the Community Plan and other planning documents (e.g., Board Strategic Plan) and reports as assigned.

Conducts contract agency audits and ensures all findings are communicated to the Senior Director of Addiction Services as well as the Board when indicated. Responds to all procedural questions from the Board's contract agencies.

Assists with evaluation of contract agency plans for services and program outcomes to determine compliance with the Board's Community Plan and contracts.

Takes the lead in the Board's grant-writing efforts.

Participates in the Board's Continuing Education program to assist in training community addiction recovery professionals and ensuring alcohol and other drug treatment and prevention related topics are addressed. Works in collaboration with the Board's Associate Executive Director of Mental Health to promote professional development of all contract agencies and local community stakeholders.

Conducts the Board's alcohol and drug quality improvement efforts including chart reviews and the evaluation of provider required agency reports.

Leads and maintains organizational compliance with the Culture of Quality (COQ) standards developed by the Ohio Association of County Behavioral Health Authorities (OACBHA).

Coordinates with the Sr. Director of Alcohol & Drug Addiction Services and other staff to address addiction recovery programming and services in the community system. Provides input into system operations and procedures, reviews reports, provides direction and ensures

the community mental health and addictions system meets Board needs and ODMHAS requirements.

Provides phone and on-site information and referral to community members seeking assistance about alcohol and other drug treatment or prevention services.

In coordination with the Senior Director of Addiction Services, provides alcohol and other drug consultation to agencies, associations, or individuals providing services supported by the Board.

Researches clinical best practices and provides clinical leadership in the development of new programs and services.

Coordinates specialized treatment placements including detoxification and other specialized placements.

Participates in the development of Board publications such as the Board's Annual Report, Services Directory, Tax Levy Fact Sheets, PR Materials, and other publications.

Supports the Board's overall Quality Improvement plan both internal and external to the Board.

Performs alcohol and other drug addiction education presentations when needed within the Butler County community including support of the Board's Public Relations (PR) efforts when needed.

Coordinates program development efforts with agencies or other systems.

OTHER DUTIES AND RESPONSIBILITIES

Employs data analysis software tools to analyze the Board's databases as well as its' Quality Assurance efforts.

Performs other duties as assigned.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Personal computer; printer; fax, copier, projector and other routine office equipment; landline telephone; cell phone if assigned; motor vehicle.

CONTACTS WITH OTHERS

Contract agency representatives, service providers; State and County officials; ODMHAS representatives; Probate Court representatives, software and computer consultants, general public, and other internal and external job contacts.

CONFIDENTIAL INFORMATION AND DATA

This position includes responsibilities that involve access to clients' private health information protected by law (protected health information). To ensure that privacy rights of clients are respected and provided, the employee is authorized to access and use protected health information only for the purpose of proper plan operation and administration. Any other use of protected health information is prohibited.

The employee assigned to this position is also prohibited from disclosing any protected health information to any outside party without the written authorization of the privacy official, and is required to participate in HIPAA training and to review and acknowledge understanding of the HIPAA policy manual.

WORKING CONDITIONS

Normal office working conditions. Exposure to conditions within contract agencies and to traffic and weather conditions when traveling and working on-site.

USUAL PHYSICAL DEMANDS

The following physical demands are typically used and exhibited by employees when performing this job's essential duties and responsibilities. These demands are not, and should not be construed to be qualification standards. Rather, they are illustrated to help the Executive Director and otherwise qualified employee or job applicant with an ADA disability identify essential job duties that need to be reasonably accommodated, and the type of appropriate reasonable accommodation which may be available which does not create an undue hardship on the Agency.

While performing the duties of this job, the employee regularly exhibits manual dexterity when entering data into the computer. While performing the duties of this job, the employee commonly talks and hears when dealing with Agency contract representatives and others. The employee frequently sits for prolonged periods of time at a personal computer, in meetings and in performing other job responsibilities. Vision demands include close, relatively detailed vision, with the ability to adjust focus to computer screens and written material for extended periods of time.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES TO PERFORM DUTIES

Knowledge of: drug and alcohol addictions and treatment; public addiction recovery system and regulatory requirements; local addiction recovery and social service agencies; program evaluation processes; Ohio drug and alcohol addiction laws and regulations; managed care concepts and technologies; Board operational and personnel policies and procedures; research methods and sources; operation of personal computers; computer software; HIPAA law and regulations including privacy rules and standards; Ohio public records law and processes.

Ability to: organize work projects and manage multiple tasks simultaneously; set work priorities within broad guidelines and objectives; ability to complete short and long range objectives without close supervision; develop and maintain effective working relationships with associates, supervisor, contract agency representatives; ODMHAS representatives, officials, general public and other job contacts; maintain confidentiality of confidential and sensitive subject matter; prepare written reports requiring the exercise of sound judgment; exhibit flexibility in work schedule and job assignments; maintain current working knowledge of changing addiction recovery services field; anticipate and respond to issues on a proactive basis; interpret and apply HIPAA standards to practical situations; exhibit attention to detail.

Skill in: verbal and written communication; operating general office equipment; application and use of a variety of personal computer software including word-processing, spreadsheets, database management, and graphing; communications and networking; preparing operational reports; collaborating with other agencies and coordinating services; grant & report writing; developing policy.

QUALIFICATIONS

A combination of various levels and types of education, experience, training, and license or certification may qualify a person to perform essential duties of this position. Applicable laws or regulations may require that employees assigned to some jobs attain a specific level of education, experience, or training, and license or certification. Qualifications specified for this position are:

Master's Degree in applied behavioral science or related field. Coursework or experience in statistics and program evaluation and 2 years demonstrated competency in CMH/ADA/Social Agency planning and evaluation as well as an understanding of and a minimum of 5 years of experience in addiction services. Working knowledge of personal computer and software. Knowledge of HIPAA laws, federal alcohol & other drug confidentiality laws, and requirements. A Chemical Dependency license is required. Mental Health licensure is

preferred including social work, counselor, or other relevant license.

Willingness to serve in an unclassified civil service position and to serve in a position exempt from the Fair Labor Standards Act.

LICENSES AND CERTIFICATIONS

State Motor Vehicle Operator's License with required minimum automobile liability insurance coverage and a safe driving record.

ADDITIONAL QUALIFICATIONS

Upon conditional hire, each employee is required to submit to and pass a criminal background check and driver's license check.

Ability to document personal identity and employment eligibility within three days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act (I-9) requirements.

EMPLOYEE UNDERSTANDING

I understand and acknowledge by signing below, that this position description is not contractual, and does not state or imply that these are the only duties and responsibilities to be performed. I further understand that these job duties may change at the discretion of the Executive Director, and that I am required to perform all job duties and responsibilities to performance standards as a condition of my employment. I further acknowledge that, by signing below, this position description has been reviewed with me, and I have been given sufficient opportunity to ask questions and clarify understanding regarding my job duties, responsibilities and performance standards.

_____/_____/_____
Employee Date

MANAGEMENT APPROVAL

_____/_____/_____
Executive Director Date