

**CLASS TITLE: COORDINATOR, COMMUNITY SUBSTANCE
 ABUSE TREATMENT PROGRAM**

**Class Code: 02828400
Pay Grade: 35A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To initiate, develop, plan and direct the overall administrative and therapeutic functions of the state's community substance abuse treatment program for the treatment of clients seeking rehabilitation from the use of alcohol and/or drugs; and to do related work as required.

SUPERVISION RECEIVED: Works under the general administrative direction of the Assistant Director (Substance Abuse) in the Department of Mental Health, Retardation and Hospitals with wide latitude for the exercise of independent judgement in the overall administration of the functions of the program; work is subject to periodic review through conferences and reports for results obtained and compliance with established policies and objectives.

SUPERVISION EXERCISED: Plans, organizes, coordinates, directs, supervises and reviews the work of the staff to insure conformance to established policies and procedures and results obtained.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To initiate, develop, plan and direct the overall administrative and therapeutic functions of the state's community substance abuse treatment program for the treatment of clients seeking rehabilitation from the use of alcohol and/or drugs.

To coordinate the functions and activities of the program in cooperation with those of existing private and state agencies to insure continuity of treatment and utilization of all resources available.

To be responsible for the development of the Drug and Alcohol Treatment section of the annual federal block grant application and the annual report on the accomplishments of the program.

To be responsible for the preparation of the agency's annual budget in cooperation with the Assistant Director (Substance Abuse).

To be responsible for monitoring the grant application review process and the contracting process and the contracting process for various community programs.

To make recommendations to the Assistant Director (Substance Abuse) on issues concerning policy and programming as it relates to community treatment and services.

To be responsible for directing, organizing and implementing the monitoring procedures and policies of the Division of Substance Abuse for the purpose of requiring community treatment programs to conform to federal and state funding criteria, licensing standards and contractual obligations.

To be responsible for monitoring the results of an ongoing client after care reporting system, client data analysis and the treatment program evaluation system.

To provide technical assistance to community treatment programs in all areas of program operations as requested through resources available within the Division of Substance abuse and utilizing outside resources.

To attend various meetings and hearings relative to the operation and objectives of the substance abuse treatment program and its services.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of modern approved principles and practices involved in the treatment of clients and the ability to apply such principles and practices in

the administration of a community substance abuse treatment program; a working knowledge of federal and state laws and standards governing the operation of substance abuse treatment programs; a thorough knowledge of community resources and how to utilize them effectively; the ability to plan, organize, supervise, direct and coordinate the work of a staff engaged in fiscal and programmatic research, planning and evaluation; the ability to establish and maintain effective working relationships with public and private agencies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and
Experience: Such as may have been gained through: considerable employment a supervisory administrative capacity in a substance abuse treatment facility or considerable employment in a supervisory capacity rehabilitating clients in a community program.
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: July 3, 1988
Editorial Review: 3/15/03